Automated Data Systems Manual

ARMY NATIONAL GUARD RETIREMENT POINTS ACCOUNTING SYSTEM (RPAS)

END USER MANUAL

Army National Guard
Washington, D.C. 20310

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Personnel Information Systems
AUTOMATED RETIREMENT POINTS ACCOUNTING SYSTEM

Summary. The purpose of this pamphlet is to assist the end users (military and civilian managers and supervisors), in the establishment and operation of the automated Retirement Points Accounting System (RPAS). It furnishes guidance and information of a continuing nature for the organizations served by the Standard Installation/Division Personnel System - Army National Guard (SIDPERS-ARNG). This pamphlet is also intended to help the end users to better understand the functions of the system.

Applicability. This pamphlet applies to the Army National Guard.

Impact on the New Manning System. This pamphlet does not contain information that affects the New Manning System.

Internal Control Systems. This pamphlet is not subject to the requirements of AR 11-2. It does not contain internal control provisions. See NGR 680-2 for internal control provisions pertaining to the automated Retirement Points Accounting System (RPAS).

Supplementation. Local supplementation of this pamphlet is prohibited without prior approval of the Chief, NGB.

Interim Changes. Interim changes to this pamphlet are not official unless authenticated by the Executive, NGB. Users will destroy interim changes upon their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. The proponent of this pamphlet is Personnel Data Management Branch, Army National Guard Personnel Center, National Guard Bureau. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Chief, National Guard Bureau, ATTN: NGB-ARP-CS, 5600 Columbia Pike, Falls Church, VA 22041-5125.

Distribution. C/ 1 - Cdr, ARPERCEN (DARP-PAR)

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1.1 Purpose of the End User Manual. The objective of the End User Manual for the Retirement Points Accounting System (RPAS) is to provide the end user with the information necessary to use the system effectively, including operation of the Intel 310/320 computer and the WYSE-50 display terminals.

1.2 Purpose of the System. RPAS was developed to meet the requirements as set forth in Public Law 98-94 (contained in the FY 84 Defense Authorization Act) to establish separate uniform normal cost percentage (NCP) for the Active and Reserve Component Military Retirement Systems. For the Army National Guard (ARNG) to accomplish this mandate, adequate and accurate retirement data must be available and provided upon request.

A number of objectives were identified with respect to the development of RPAS:

a. Provide a medium for accumulation of retirement point data in an automated mode for each soldier of the ARNG.

b. Collect active and inactive duty retirement point data directly from interfaces with other State and Federal automated systems.

c. Collect all prior service retirement point data directly from approved sources and/or substantiating documents provided by each of the military services.

d. Allow for interactive terminal input of other than pay-related retirement point data.

e. Ensure that all retirement point transactions that are entered into RPAS are edited for validity and compatibility; ensure that a series of error messages are provided to identify the erroneous portion of a transaction; and provide a means for reentering and correcting the data.

f. Ensure that all manual input transactions are analyzed and approved by supervisory personnel prior to data entry.

g. Format retirement point data into a configuration that will allow direct processing by Standard Installation/Division Personnel System (SIDPERS)-ARNG to update the retirement point and service data required by Reserve Components Consolidated Personnel Data System (RCCPDS).

h. Provide accurate retirement point accounting data that will satisfy the DOD Actuary requirements.

i. Provide accurate data to allow computation of an NCP for the ARNG military retirement system.

j. Provide the soldier with accurate retirement point accrual information on a yearly or as needed basis.

k. Provide accurate retirement point accounting data to U.S. Army Reserve Personnel Center (ARPERCEN) Retirement Activity for each member of the ARNG upon transfer to the U.S. Army Reserve (USAR) Control Group (Retired), or upon application for retired pay.

l. Provide the military pay system with an additional audit trail for active and inactive duty training paid activities.

m. Provide military personnel officers with accurate and timely correspondence course completion data.

n. Reduce the administrative workload at the unit level by eliminating the manual preparation and maintenance of the NGB Form 23s.

o. Allow for the establishment of a system interface with the Active Duty Automated Pay System (ADAPS)

p. Allow for the establishment of a system interface with the Joint Uniform Military Pay System - Reserve Component.

q. Allow for the establishment of a system interface with the Army Correspondence Course Program.

r. Allow for the establishment of a system interface with the SIDPERS-ARNG data base.

s. Provide accurate and timely output reports pertaining to retirement point accounting for system users at all echelons of command.

t. Provide an interactive on-screen and hard copy inquiry system that allows continuous monitoring by systems administrators and other supervisory personnel.

u. Provide for the input of initial data capture information for retirement point accounting, with limited terminal and system training.

v. Provide for the storage and updating of system transactions from approved interfaces that can be batch processed with 100 percent accuracy at any time following the initial data capture input.

1.3 References. The reference manuals and other documentation listed below are documents that the end user may need in accomplishing the tasks and procedures required to operate RPAS. Because of the varying number of hardware and software configurations that exist, exact reference numbers are too numerous to list. Each site should receive the appropriate reference manuals, as listed below, with the installation of its specific hardware and software.

The references are listed by Author/Source, Reference Number, Title, Date of publication, and Classification.

a. RPAS Project Request:

Author/Source: NGB-ARP-CS
Reference Number: N/A
Title: RPAS Functional Description
Date: 2 Sep 87
Classification: Unclassified

b. Hardware Documentation:

Author/Source: Intel
Reference Number: (various reference numbers)
Title: System Installation Guide and Hardware Integration and Maintenance Manual
Date: (various dates)
Classification: Unclassified
Author/Source: WYSE
Reference Number: WYSE No. 88-011-01
Title: WY-50 Display Terminal Reference Manual
Date: unknown
Classification: Unclassified

c. Software Documentation:

Author/Source: Intel
Reference Number: (various reference numbers)
Title: XENIX Reference Library, Volumes 1 through 6
Date: (various dates)
Classification: Unclassified

Author/Source: Relational Data Base Systems, Inc.
Reference Number: INFORMIX Version 3.30
Title: INFORMIX Users Manual
Date: 2 Nov 84
Classification: Unclassified

d. RPAS Related publications:

Author/Source: HQDA
Reference Number: AR 25-1
Title: Army Automation Management
Date: 31 Mar 86
Classification: Unclassified

Author/Source: HQDA
Reference Number: AR 340-21
Title: The Army Privacy Program
Date: 5 Jul 85
Classification: Unclassified

Author/Source: HQDA
Reference Number: AR 380-380
Title: Automated Systems Security
Date: 8 Mar 85
Classification: Unclassified

Author/Source: National Guard Bureau
Reference Number: NGB PAM 600-5
Title: Handbook on Retirement Services
Date: 1 Sep 85
Classification: Unclassified

Author/Source: National Guard Bureau
Reference Number: NGB PAM 600-8 Series (-1, -3, -20)
Title: Users Manual SIDPERS-ARNG
Date: 1 Oct 84, 1 Oct 84, 1 May 85
Classification: Unclassified

Author/Source: National Guard Bureau
Reference Number: NGR 680-2
Title: Automated Retirement Points Accounting System
Date: 18 Sep 87 (Effective 1 Oct 87)
Classification: Unclassified

Author/Source: National Guard Bureau
Reference Number: NGR 640-1 (Replaced by NGR 680-2 except for 3 States)
Title: Retirement for Members of the ARNG
Date: 15 Oct 79
Classification: Unclassified

Author/Source: National Guard Bureau
Reference Number: NGB Pamphlet 25-10
Title: SIDPERS-ARNG Data Element Dictionary
Date: 1 June 88
Classification: Unclassified

Author/Source: NGB-IMA
Reference Number: None
Title: RPAS Procedure Guide
Date: 26 Oct 87
Classification: Unclassified

1.4 Terms and Abbreviations. The following terms, acronyms, and abbreviations are used in this document:

ACCP	Army Correspondence Course Program
ADAPS	Active Duty Automated Pay System
ADSW	Active Duty Special Work
ADT	Active Duty Training
ARNG	Army National Guard
ARPERCEN	U.S. Army Reserve Personnel Center
AUTODIN	Automatic Digital Network

DBA	Data Base Administrator
DOD	Department of Defense
DPI	Data Processing Installation
FIPS	Federal Information Processing Standard
FY	Fiscal Year
GUARDPERCEN	Army National Guard Personnel Center
HQDA	Headquarters Department of the Army
IDT	Inactive Duty Training
IMA	Information Management Agency
ING	Inactive National Guard
JUMPS-RC	Joint Uniform Military Pay System-Reserve Component
Misc	Miscellaneous
MMSI	Military Membership Status Identifier
NCO	Non-Commissioned Officer
NCP	Normal Cost Percentage
NGB	National Guard Bureau
NGB-ARP-CS	Functional Proponent
NGB-IMA	National Guard Bureau-Information Management Agency
PRN	Unit Payroll Number
RCCPDS	Reserve Components Consolidated Personnel Data System
RPAS	Retirement Points Accounting System
RYE	Retirement Year Ending Date
SIB	SIDPERS Interface Branch (State Level)
SIDPERS	Standard Installation/Division Personnel System
SSN	Social Security Number
USAFAC	U.S. Army Finance and Accounting Center
USAR	U.S. Army Reserve
USATSC	U.S. Army Training Support Center
USPFO	United States Property/Fiscal Office.

1.5 Security. The data used in RPAS are unclassified. RPAS was designed and will be maintained in compliance with the provisions of Public Law 93-579 and the Privacy Act of 1974.

Privacy Personal Information contained in the data base, used by RPAS, is subject to the provisions of Public Law 93-579, Privacy Act of 1974. In the memorandum for the Director of the Army Staff, dated 28 June 1976, the General Counsel of the Army established an interim policy on safeguarding personal information in ADP systems. In compliance with this policy, as well as the provisions of AR 18-1, AR 340-21, AR 380-380, and Federal Information Processing Standard (FIPS)-Pub 4, RPAS will be protected under the minimum guidelines set forth below.

Access to all data bases used by or established by RPAS that contain information subject to the Privacy Act of 1974, will be limited to those personnel whose responsibilities require access in order to operate, control, and maintain the system. The system managers will establish a standard operating procedure in compliance with any control procedure for limiting access.

All input documents necessary for personnel maintenance, as well as all output materials that are in human readable form, may require notification labels, flags, or other prominently displayed notices indicating "Personal Information Subject to the Privacy Act of 1974." These documents will be protected accordingly. Chiefs of each section or division that process or handle these materials will prepare a standard operating procedure indicating the controls by which these documents will be protected.

SECTION 2. SYSTEM SUMMARY

2.1 Overview. An overview of RPAS is reflected in Figure 2-1.

2.1.1 Application Summary. A summary of system functions, inputs, outputs, and organization is described in the sections below.

2.1.1.1 System Functions. RPAS accomplishes the following functions for the end user:

a. Collects, stores, and computes accurate retirement point data for each soldier of the ARNG.

b. Provides State and Federal level users of the system with accurate and timely data pertaining to the number and type of retirement points accrued by each soldier for use in current and long-range decision making with respect to the numbers of soldiers who have qualified for retirement benefits.

c. Provides statistical data upon which to base cost estimates of the ARNG retirement system and the long-range obligation of funds to ensure the continued operation of the ARNG retirement benefits programs.

d. Provides the soldier with current, accurate, and timely retirement point information that includes estimated retirement benefits that will become available upon completion of 20 or more years of ARNG service.

e. Provides accurate and timely retirement point accounting data to other automated systems (RCCPDS and SIDPERS-ARNG, for example) that require periodic updating.

f. Provides personnel managers with an interactive on-screen inquiry capability and hard copy output of retirement point accounting data as required.

2.1.1.2 System Inputs. The following will describe the inputs to the system.

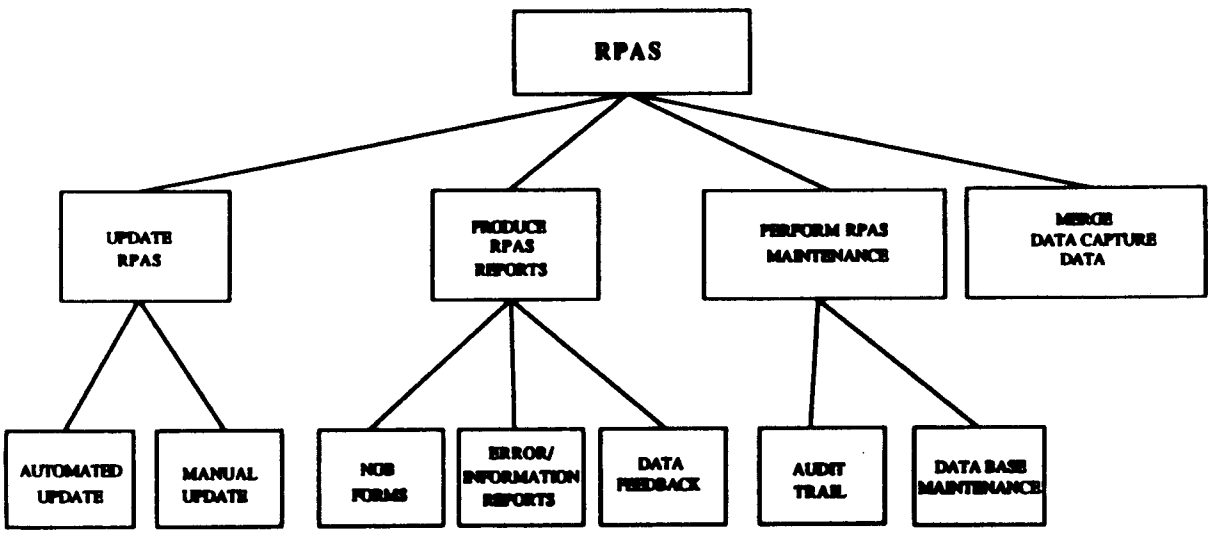

Figure 2-1. RPAS Overview

a. SIDPERS. On a periodic basis, data from the State SIDPERS-ARNG data base will be transferred to RPAS. This interface will provide updated personnel information for each soldier assigned to that State, such as social security number (SSN), name, retirement year ending data, pay entry basic date, current payroll number, and current MMSI and MMSI dates.

b. Active Duty Automated Pay System (ADAPS). Each month, all active duty training (ADT) points will be updated from the ADAPS resident on the Burroughs 1955B mini-computer located at the Data Processing Installation (DPI) in each State's United States Property/Fiscal Office (USPFO). RPAS will read the beginning and ending dates of each period of active duty performance and will credit each soldier with the correct number of retirement points-one point for each day of active duty.

c. Joint Uniform Military Pay System-Reserve Component (JUMPS-RC). Each month, a tape containing all inactive duty performance for each soldier for which he/she has received pay, will be provided by United States Army Finance Accounting Center (USAFAC), Ft. Benjamin Harrison, Indiana to the National Guard Bureau-Army National Guard Personnel Center (NGB-ARP-CS). This tape will be broken down by State and forwarded to each State via Automatic Digital Network (AUTODIN) or by other electronic means. The tape will contain the number of assemblies for which a soldier has received pay including additional training assemblies, additional flight training periods, performance of split unit training assemblies, equivalent training, performance in a nonpay status, payday pay, and collectday pay transactions for any periods that were paid or not paid due to error. RPAS will read the data and credit each soldier with the correct number of retirement points-one point for each valid assembly. (Future plans call for this data to be sent directly to each state).

d. Army Correspondence Course Program (ACCP). Each month, a tape containing the completion of courses by each soldier, recorded with the Army Correspondence Course Program, will be forwarded to each State via AUTODIN or other electronic means by the U.S. Army Training Support Center (USATSC). RPAS will read the data and credit each soldier with the correct number of retirement points--one point for each three hours of completed correspondence course work.

e. RPAS Analysts. Inactive Duty Training (IDT) performed by soldiers in a nonpay status will be provided to the RPAS section by a certificate from the commander and will necessitate a manual input to the RPAS data base by the RPAS analysts.

Active Duty Special Work (ADSW)/ADT performed in a nonpay status by soldiers will be documented on orders that will serve as the source documents and allow RPAS analysts to manually update the RPAS data base.

Miscellaneous-duty retirement points earned by soldiers under the provisions of NGR 680-2 will be forwarded to the RPAS analyst in the form of completion certificates and annotations to the unit DA Form 1379. These points will be manually entered into the RPAS data base by the RPAS analysts.

The RPAS analysts are also responsible for resolving any discrepancies within the automated interfaces and making the necessary edits to the RPAS data base in order to maintain data integrity.

f. Data Capture. As the beginning point for RPAS, each State was responsible for recording and verifying each soldier's previous retirement point history in a hard copy data capture work sheet. The data from these data capture work sheets were entered into the RPAS Data Capture System, a prototype of the current RPAS. Some States entered the data capture data directly into the RPAS Data Capture System or had the data capture data entered into a text file via key-to-disk by outside contractors. The text file was then loaded into the RPAS Data Capture System using a special load program.

A preedit program was available that performed various edits on the data capture data prior to it being loaded into the production RPAS. The Data Merge program, available with RPAS, loads the data from the Data Capture data base into the RPAS data base and performs extensive edits on each record. This function is used to initialize the production RPAS data base.

2.1.1.3 System Outputs. The following information discusses the types of outputs available from RPAS:

a. NGB Form 23A and NGB Form 23A1 will be provided to each soldier, annually, on his/her Retirement Year Ending (RYE) date anniversary, upon separation, or transfer to another State or reserve component.

b. NGB Form 23B will be provided to each soldier on initial establishment of the production RPAS data base, upon request, or when the NGB Form 23D is produced.

c. NGB Form 23C will be provided as an attachment to the DD Form 108 upon application for Retired Pay, or upon transfer of a soldier to the USAR Control Group (Retired).

d. NGB Form 23D will be provided after a soldier has completed 20 years of "Creditable Service for Retired Pay."

e. RCCPDS provides data periodically to SIDPERS-ARNG for each soldier, which pertains to retirement point data and length of service, so that consolidated retirement data are available at higher echelons.

f. Various messages are produced as an output of each automated interface. These messages provide RPAS analysts with information concerning the automatic loading of data into the RPAS data base. All errors contained in these messages should be resolved before that interface is considered complete.

2.1.1.4 System Organization. Figure 2-1 depicts an overview of the major system and subsystems of RPAS. RPAS consists of five major subsystems/options: 1) Password System; 2) Update RPAS; 3) RPAS Reports; 4) RPAS Maintenance; and 5) Merge Data Capture. A brief description of each subsystem and the options follows.

2.1.1.4.1 Password System. In order to provide an additional level of security beyond the Intel and Xenix operating systems, a password system is included for controlling access to RPAS. All users with a valid requirement for access to RPAS will be given a USER-ID and password assigned by the SIDPERS Interface Branch (SIB) Chief. Each user is also assigned a unique RPAS user number that is used by RPAS to maintain an audit record of all entries and edits made by each user. Each RPAS user is also assigned a privilege level of "1" for the SIB Chief, "2" for the RPAS NCO, or "3" for the RPAS analyst. These numbers determine access to specific RPAS functions.

2.1.1.4.2 Update RPAS. The Update RPAS subsystem controls all updates to the RPAS data base after the RPAS data base has been initially established by the Merge Data Capture subsystem. The Update RPAS subsystem is comprised of six options: 1) Update From SIDPERS; 2) Update From ADAPS; 3) Update From JUMPS-RC;

4) Update From ACCP; 5) Update RPAS Manually; and 6) RPAS Management Program. A discussion of each option follows.

a. Update From SIDPERS. The Update SIDPERS function provides the automated interface between SIDPERS-ARNG and RPAS. This function updates RPAS personnel data for each soldier, such as social security number, name, retirement year ending date, pay entry basic date, current payroll number, current MMSI, and MMSI date. A message report is generated at the completion of the SIDPERS update informing the RPAS Analyst of all updates made to the RPAS data base and any problems encountered.

In addition, the Update From SIDPERS calls the RPAS Management Program after each SIDPERS update. The RPAS Management Program runs in the background and performs a number of RPAS data base management functions that are very important in maintaining data integrity. A report is printed every time this program is run. This informs the RPAS analyst of all actions taken by the RPAS Management Program. The RPAS Data Management Program will perform the following functions:

(1) It will check the data base for soldiers that have had a RYE date anniversary since the last SIDPERS update. If any are found, the soldier's service year record is closed and another service year record is opened. The soldier's SSN is written to a table of the NGB Form 23A and 23A1 reports (that will be printed later).

(2) It will check the data base for soldiers approaching 20 years of creditable service. If found, that soldier's SSN is written to a table of the NGB Form 23D and 23B reports (that will be printed later).

(3) The status (as-of-date) of all updates to the RPAS data base, to include SIDPERS, ADAPS, JUMPS-RC, ACCP, and all manual updates, are compared to the print tables for the NGB Form 23A and 23D reports. If any date in the print tables is less than the as-of-date of all updates, the required reports for that soldier are automatically built and written to a file that will be printed later.

b. Update From ADAPS. The Update ADAPS option provides the automated interface between the ADAPS resident on each State's Burroughs 19XXB minicomputer and RPAS. ADAPS provides RPAS with the active duty periods for each soldier from which RPAS calculates ADT points. A message report is generated at the

completion of the ADAPS update informing RPAS analyst of any problems encountered during the update.

c. Update From JUMPS-RC. The Update JUMPS-RC option provides the automated interface between the military pay system maintained by USAFAC and RPAS. JUMPS-RC provides RPAS with the number of assemblies for which a soldier has received pay, including additional training assemblies, additional flight training periods, performance of split unit training assemblies, equivalent training, performance in a nonpay status, payday pay and collect day pay transactions for any periods that were paid or not paid due to error. RPAS calculates the number of IDT points from these data. A message report is generated at the completion of the JUMPS-RC update informing RPAS analyst of any problems encountered during the update.

d. Update From ACCP. The Update ACCP option provides the automated interface between the Army Correspondence Course Program and RPAS. Data are provided by the U.S. Army Training Support Center; it contains the number of correspondence course hours successfully completed by each soldier. RPAS calculates the number of ACCP retirement points from these data. A message report is generated at the completion of the ACCP update informing RPAS analyst of any problems encountered during the update.

e. Update RPAS Manually. The Update RPAS Manually option lets the RPAS analyst enter data for calculating retirement points from nonpay IDT and ADT, and for editing data from the automated interfaces, as required. The Update RPAS Manually option comprises seven suboptions: 1) Update IDT Data; 2) Update Nonpay IDT; 3) Update ADT Data; 4) Update Nonpay ADT; 5) Update ACCP Data; 6) Query RPAS Master; and 7) Update RPAS Summary. A discussion of each suboption follows:

(1) Update IDT Data. The Update IDT Data suboption lets the RPAS analyst query, review, edit, or add data to the IDT data provided in the JUMPS-RC interface via interactive screens. All of the same edits are applied as they were for the Update From JUMPS-RC option, with any error messages being displayed on the screen as they are detected.

(2) Update Nonpay IDT Data. The Update Nonpay IDT Data suboption allows the RPAS analyst to query, review, edit, or add data to the nonpay IDT data via inter-

active screens. All of the same edits are applied as they were for the Update IDT Data suboption, with any error messages being displayed on the screen as they are detected.

(3) Update ADT Data. The Update ADT Data suboption allows the RPAS analyst to query, review, edit, or add data to the ADT data provided in the ADAPS interface via interactive screens. All of the same edits are applied as they were for the Update From ADAPS option, with any error messages being displayed on the screen as they are detected.

(4) Update Nonpay ADT Data. The Update Nonpay ADT Data suboption allows the RPAS analyst to query, review, edit, or add data to the nonpay ADT data via interactive screens. All of the same edits are applied as they were for the Update ADT Data suboption, with any error messages being displayed on the screen as they are detected.

(5) Update ACCP Data. The Update ACCP Data suboption allows the RPAS analyst to query, review, edit, or add correspondence completion data via interactive screens. All of the same edits are applied as they were for the Update ACCP Data suboption, with the error messages being displayed on the screen as they are detected.

(6) Query RPAS Master. The Query RPAS Master suboption allows the RPAS analyst to query and review the RPAS Master Table, which contains all of the personnel data required by RPAS for each soldier. The RPAS Master Table can only be updated by the Update From SIDPERS option. If there are any discrepancies in the RPAS Master Table, the appropriate update to SIDPERS-ARNG must be made and the RPAS Master Table will be automatically updated with the next SIDPERS update.

(7) Update RPAS Summary. The Update RPAS Summary suboption works against the RPAS Summary Table, which contains all of the summary retirement point data and is in a form very similar to the NGB Form 23. This suboption lets the RPAS analyst query, review, and edit data currently in the RPAS Summary Table. The suboption allows the RPAS analyst to enter retirement data for a soldier entering ARNG with prior service. This suboption can also be used to enter data for soldiers who were not picked up during data capture prior to

initiating the production RPAS. Data are entered on-line via an interactive screen. All edits are performed on-line, and any error messages are displayed on the screen as they are detected.

2.1.1.4.3 RPAS Reports. The RPAS Reports subsystem allows the RPAS analyst to manually execute any of the report options available. All reports are written to a file from which they may then be printed at a later time. The RPAS analyst may review a list of print files; he/she may print or delete selected files, as required. A discussion of the RPAS Reports options follows:

a. NGB Form 23A. Army National Guard Current Annual Statement (NGB Form 23A) contains a summary of all points earned towards retirement from the first entry date into military service through the last RYE date anniversary. The NGB Form 23A report is printed at least annually after a RYE date anniversary, upon any separation transaction, and after the RPAS data base has been updated as of the close-out date.

b. NGB Form 23A1. Army National Guard Retirement Points Statement Supplemental Detailed Report (NGB Form 23A1) contains the detailed or supporting data for calculation of retirement points for the period as indicated on the report, usually the last service year. The NGB Form 23A1 report is printed in conjunction with the NGB Form 23A report.

c. NGB Form 23B. Army National Guard Retirement Points History Statement (NGB Form 23B) contains the same data as the NGB Form 23A report, except for the Retirement Statement at the bottom. The NGB Form 23B report is printed when the initial RPAS data base is established, upon request, or in conjunction with the NGB Form 23D report.

d. NGB Form 23C. Army National Guard Points Statement Application For Retired Pay (NGB Form 23C) contains a summary of all points earned towards retirement--just as the NGB Form 23A and 23B reports--but it also has a certification statement at the bottom to be signed by a designated official.

e. NGB Form 23D. Army National Guard Retirement Points Accounting Notification of Eligibility for Retired Pay at Age 60 (NGB Form 23D), also referred to as the Twenty Year Certificate, contains the statement that a soldier has earned 20 years of creditable service for retirement at age 60.

f. Unverified Service Report. This report prints all unverified service--where Verification Status Code is either B, C, or D--that has been entered into the RPAS data base.

g. RCCPDS Report. This report contains retirement point data earned by each soldier during his/her last service year and total points earned through the last service year. These data are forwarded to NGB-ARP-CS on a monthly basis. NGB-ARP-CS consolidates the data and forwards them to DOD once a year, by 30 September.

h. Update Signatures. The Update Signature Block option allows the RPAS analyst to review or edit the signature blocks that are printed on the NGB Form 23C and NGB Form 23D reports.

i. Update NGB Form 23D Header. The Update NGB 23D Header option allows the RPAS analyst to review or edit the header information that is printed at the top of the NGB Form 23D reports. The header information fields contain data for the State Letterhead, Office Symbol, and Memorandum Thru.

j. Print/Delete Print Files. The Print/Delete Print Files option allows the RPAS analyst to review print files that are contained in RPAS. The RPAS analyst can print selected print files and delete selected print files after they have been printed so as to save disk space. All reports are written to a print file where they can be printed at a later time. Having the RPAS analyst execute the print of reports from the print file has a number of advantages: 1) the RPAS analyst can use a different printer, such as a draft printer or a letter quality printer; 2) different types of paper can be loaded into a printer, such as multi-part paper, or fanfold letter size; and 3) multiple copies can be made of the same report(s) if only single copy paper is available or the print can be run again if the original copy was damaged or lost.

2.1.1.4.4 RPAS Maintenance Functions Subsystem. The RPAS Maintenance Functions subsystem allows the RPAS analyst or Data Administrator to perform a number of maintenance functions with respect to the RPAS data base as an overall task of data maintenance. There are seven data base options available: 1)Archive/Restore RPAS Data; 2) Backup/Restore RPAS Data Base; 3) Check RPAS Data Base Integrity; 4) Update RPAS Password Table; 5) Review RPAS Analysts Transactions; 6) Review RPAS Data Base Status; and 7) Update Active Duty Payrate Table. A discussion of each option follows.

a. Archive/Restore RPAS Data. The Archive/Restore RPAS Data option allows the RPAS analyst to archive or restore all summary and detail data for the selected soldier. When it is no longer necessary to maintain a soldier in the RPAS data base because of separation, retirement, or death, the Archive option would store the data for that soldier to an archive medium, such as a cartridge tape. If it was necessary to reinstate that soldier into the RPAS data base, the Restore option would retrieve the data from the archive medium and place it into the RPAS data base. The Archive/Restore RPAS Data option provides the RPAS analyst the capability to manage the data base storage requirements and to keep the data base current by archiving unneeded data.

b. Backup/Restore RPAS Data Base. The Backup/Restore RPAS Data Base option allows the RPAS analyst to perform backups of the data base and programs required to run RPAS. These backups copy the entire data base and programs so that in the case of a major failure of the system, RPAS can be reinitialized from the point of the last backup. These backups should be performed daily when there has been any activity against the data base.

c. Check RPAS Data Base Integrity. The Check RPAS Data Base Integrity option checks the status of the INFORMIX tables and index files for any damaged indexes. It is possible for the index files to get out of sync with their tables when there are numerous transactions against a specific table. When this happens, various problems can occur with reports, update programs, and update screens--especially when these programs require data to be in sorted order. This option will use the INFORMIX routine of CHECK FILE to compare a data table with its index file to see if the two are consistent. If they are not, the REPAIR FILE routine will delete the damaged indexes and will rebuild them.

d. Update RPAS Password Table. The Update RPAS Password Table option allows for the adding and deleting of RPAS users. The SIB Chief (or designated user with SIB Chief privileges) will be the only individual allowed to access this option. As users are entered into the RPAS Password Table, they will be assigned a unique three-digit RPAS ID that will be used throughout RPAS for maintaining an audit trail of updates made to the RPAS data. Users will also be assigned a privilege status, such as SIB Chief, RPAS NCO, or RPAS User.

e. Review RPAS Analysts Transactions. The Review RPAS Analysts Transactions option allows the SIB Chief or RPAS NCO to build a report showing the transactions for an RPAS user for a specific period of time. This report will key on the Audit Data Element that is written to every record in the RPAS data base whenever a record is added or updated. The Audit Data Element contains the source of data, RPAS ID, and date of the add or update action for that record.

f. Review RPAS Data Base Status. The Review RPAS Data Base Status option is a display screen that shows the latest date of all actions against the RPAS data base. The Review RPAS Data Base Status screen will display the as-of-dates for the SIDPERS update, the ADAPS update, the JUMPS-RC update, the ACCP update, the manual update of nonpay ADT drill periods, the manual update of nonpay IDT periods, the last RPAS backup, and the last time the RPAS Management Program was run. This screen provides the RPAS analysts with the overall status of the RPAS data base.

g. Update Active Duty Payrate Table. The Active Duty Payrate Table contains the payrates for all grades for over 20, 24, and 26 years of service. These payrates are used to calculate the estimated retirement pay contained in the statement at the end of the NGB Form 23A report.

2.1.1.4.5 Merge Data Capture Subsystem. The Merge Data Capture subsystem loads the data from the Data Capture data base into the RPAS data base and is one of the first actions that must be taken to establish the RPAS data base. The Merge Data Capture subsystem performs a series of edits on the data capture data before loading into RPAS. There are two types of errors that can result: critical errors that will prevent the loading of data for a specific soldier and noncritical errors that will allow the loading of data with the errors corrected. An error report will be built to reflect both types of errors. If data are loaded into the RPAS data base, the data are deleted from the Data Capture data base. Data not loaded into the RPAS data base remains in the Data Capture data base to be corrected. The Merge Data Capture subsystem can then be run again to load the corrected data capture data.

Critical errors include 1) a soldier's SSN is not in the RPAS Master Table which has been loaded from SIDPERS; 2) the begin and end dates of the detail data are not consecutive; 3) if there are data prior to 01 July 1949, a record must end on 30 June 1949;

and 4) if a record spans more than one year and there are IDT or ACCP/MISC data.

Noncritical errors include 1) calculation of membership points; 2) calculation of ADT points greater than the number of days in the time period; 3) calculation of total career points; or 4) calculation of total points for retirement.

There are six options to this subsystem: 1) Merge Captured Data to RPAS; 2) Edit Captured Data Not Merged; 3) Display Captured Data Not Merged; 4) Print Captured Data Not Merged; 5) Browse Merge Error Listing; and 6) Print Merge Error Listing. A discussion of each option follows:

a. The Merge Captured Data to RPAS option loads the data from the Data Capture data base into RPAS. The option is one of the first actions that should be performed.

b. The Edit Captured Data option allows the analyst to review and correct captured data prior to or after a merge.

c. The Display Captured Data Not Merged option allows analysts to review data that has not merged into RPAS. The option is used primarily to determine reasons for nonmerged records.

d. The Print Captured Data Not Merged option allows for a hard copy of the data that has not passed the merge edits.

e. The Browse Merge Error Listing option allows the analyst to look at the error listings without printing them. The option allows for more speedy access to the error files.

f. The Print Merge Error Listing allows the analyst to print the error listing in order to research errors.

2.1.2 Performance. The overall performance of RPAS is a direct function of the number of soldiers assigned to a specific State. RPAS will be operated and maintained by each State's RPAS personnel assigned to the SIB, and there will be no centralized RPAS data base. Therefore, the volume of input data or output data, frequency of update, response time to processing actions, or any other performance measure is totally a function of each

State's ARNG membership and will vary greatly with that membership.

2.1.3 Controls. RPAS is a single-tier information and data management system operating independently in each of the 54 ARNG facilities, under the direct supervision of the SIDPERS Interface Branch, a division of the Military Personnel Management Office. It is maintained by Retirement Point Accounting personnel. As a result, each SIB Chief must establish specific operating instructions for the RPAS within his/her control. Items to be considered are the following:

a. Users installed on the Intel with access to RPAS.

b. Users installed in RPAS and their RPAS privileges. Within RPAS, there are three types of privileges that a user may have. The SIB Chief has a privilege of "1", the RPAS NCO has a privilege of "2", and a RPAS Analyst has a privilege of "3". The privilege is assigned to each user as he/she is entered into the RPAS Password Table.

   Only a user with a privilege of "1" (the SIB Chief) can access the Update RPAS Password Table option and therefore add or remove users to or from RPAS. Only users with a privilege of "1" (the SIB Chief) or "2" (the RPAS NCO) can access the Review RPAS Analysts Transactions option. There are no other restrictions to any of the other RPAS functions.

c. RPAS analysts perform the various automated updates and are responsible to review and resolve, if required, the messages created as a result of those updates.

d. RPAS analysts perform the data base backups and maintain the tape library for RPAS.

2.2 System Environment. The specific hardware and software configuration at each of the ARNG facilities will vary as a function of each of their individual requirements. Listed below are the basic hardware and software requirements recommended for operating RPAS (other configurations will also support RPAS).

2.2.1 Hardware Required. The following hardware must be present for RPAS to run:

a. Processor: Intel 310 AP-1421-eight user system
with: 360 watt power supply
8 MHz 80286 microprocessor
80287 numeric co-processor
Peripheral controller board
188/48 eight-channel communications board
2 MB RAM expansion board

b. Storage Media: 140 MB Winchester drive
360 KB floppy drive
60 MB tape backup
Nine-track tape drive and control unit

c. Input Devices: WYSE-50 CRTs

d. Output Devices: C. Itoh-3500 high speed dot matrix printer

e. Other Peripherals: MultiTech multimodem HC 300/1200
power supply 1000 VA/115V 60 Mz.

2.2.2 Software Required. The following software is required for RPAS to run:

a. Operating System: Xenix Release 3.4

b. DBMS: INFORMIX Version 3.30.12.

2.3 Contingencies and Alternate Modes of Operation. There are no generalized contingencies or alternate modes of operation for RPAS. Each site may establish its own contingencies or modes of operation that pertain to the specific configuration and operation.

NOTE: If alternatives include the use of another Intel microcomputer, RPAS must be installed on the backup Intel just as it was installed on the primary Intel. A current

copy of the RPAS data base must be installed on the backup Intel.

WARNING: It is possible that RPAS data can be lost if an alternative or backup system is used to update the RPAS data base. The data that will be lost are the updates that were made on the primary system after the last RPAS data base backup was performed. Remember--the Restore RPAS Data Base option replaces the entire RPAS data base.

2.4 Assistance and Problem Reporting. Point of Contact for assistance or for reporting problems is:

Personnel Data Management Branch
Commercial (703) 756-2091
AUTOVON 289-2091.

SECTION 3. ACCESS TO THE SYSTEM

3.1 First-Time Use of the System. First-time users should carefully read the sections below to make installing the system easier.

3.1.1 Equipment Familiarization. Specific instructions and procedures for operating the hardware used to support RPAS cannot be given because of the many different hardware configurations available. RPAS users should see their Systems Administrator or refer to any local operating procedures, instructions, and the equipment reference manuals for the specific equipment configuration.

3.1.2 Access Control. RPAS users must refer to local operating procedures for specific instructions on how to gain access to the Intel microcomputer and RPAS. Usually, the Systems Administrator for the Intel controls access to the system and can install users onto the Intel. RPAS users must be given a User Name and Password to the Intel microcomputer and have access to RPAS. The SIB Chief (or RPAS user with SIB Chief privileges) must then install the RPAS user into the RPAS Password Table by giving a Username and Password.

The RPAS user can change his/her RPAS Password at any time within the Password function. Specific instructions on how the user may change his/her RPAS Password are explained in Section 4.3.1 of this End User Manual.

Local operating procedures should be developed concerning the access, handling, and marking of RPAS data. As explained in Section 1.5, the data used in the Retirement Points Accounting System is unclassified. However, RPAS data does fall under the provisions of Public Law 93-579 and the Privacy Act of 1974.

3.1.3 Installation and Setup. The following section will describe how to install RPAS onto an Intel 310 or 320 microcomputer operating under the Xenix operating system. It is recommended that this section be read in its entirety before starting with the installation procedures. Questions will be asked during the installation process for which answers must be known before starting the installation procedures.

A Bourne shell has been developed that will walk you through the installation procedures necessary to create the RPAS file structure, load the programs, initialize the data base, and create the 'rpasdba' user. This Bourne shell is contained on a floppy diskette provided along with the tape cassette that contains the RPAS programs. In addition to the Bourne shell, this diskette also contains the following sample system files:

- **install shell (install_rpas)**
- **sample .profile**
- **sample printcap**
- **sample termcaps**
- **sample master file**
- **sample xenixconf file.**

To install RPAS, perform the following steps:

1. Login as root.

2. Change your current directory to a directory to which you wish to have the 'install_rpas' programs written when the tar function is performed in step 4.

3. Insert the installation diskette into the disk drive.

4. Tar the diskette onto the system by entering the following command:

   tar xvf /dev/dvf0

5. Execute the installation Bourne shell by entering the following command:

   install_rpas

   The 'install_rpas' shell will perform a number of functions. The user will be prompted to enter information for some of these functions. The 'install_rpas' shell will proceed as follows:

   a. Add the new user of 'rpasdba'. The system utility of 'mkuser' will be used to add 'rpasdba' to the system (refer to the Systems Administrator's Guide for a complete description of 'mkuser', as 'mkuser' may be different for different systems).

The important answers are listed below. Any other questions may be answered with the system default.

- login name = 'rpasdba'
- do you want default group? 'N'
- do you want to use one of these groups? 'N'
- number for new group = '958'
- new group = 'rpasdba'
- shell type = '1' (Bourne)

b. Modify the standard '.profile' for 'rpasdba'. The following messages and prompts will display:

The standard '.profile' for 'rpasdba' will now be changed.

Enter the directory where 'rpasdba' was created in 'mkuser' (/usr,/usr1, etc.):

If you have a multiple hard disk system, put the data base on the hard disk with the most available space.

Enter the directory where the data base will be created (/usr, /usr1):

user '.profile' for 'rpasdba' has been changed.

The '.profile' is modified by adding the search paths necessary to access the data base (PATH, DBPATH, DBTEMP, and SCRDIR).

c. Load RPAS programs and data base. The 'install_rpas' shell will build the production directory of PRPAS where all of the RPAS programs and data base will be installed. The following directories are built ('/dbdir' is the name of the directory answered in step 2 above as to where the data base is to be created):

/dbdir/PRPAS/
/dbdir/PRPAS/object
/dbdir/PRPAS/rpas
/dbdir/PRPAS/screens
/dbdir/PRPAS/MENU.

The 'install_rpas' shell prompts for the tape cassette containing the RPAS programs and data base to be loaded into the tape drive. The following messages will display:

The data base and supporting software will be loaded from tape.

Please insert the tape in the tape drive -

Is the tape ready (y)?

Answer the prompt with a 'y' after the tape is properly loaded.

The 'install_rpas' shell will load the programs and data base into their appropriate directories; sets access to the files loaded from tape; and builds the data base from the schema definitions. The program names will be displayed on the terminal as each program is loaded. This process will take approximately 15 minutes. The following messages will display:

Data base schemas and software loaded.

Creating the data base.

d. Enter the State Code. The RPAS Management Table needs to be initialized with the appropriate State Code. Enter the two-character State Code in capital letters at the prompt (reference "States of the United States" (States-Of-US) [p. 135] of NGB PAM 25-10, SIDPERS Data Element Dictionary, dated 1 June 1988). The following messages will display:

Enter your State Code (VA, MO, etc.) in caps:

rpas_mgt_table has been updated

e. Enter the directory where the CAPTURE data is maintained. The Merge Capture Data function of RPAS requires that the CAPTURE data be loaded into the RPAS data base. The 'install_rpas' shell will copy the 'r_master_rec', the 'r_detail_rec' data, and index files into the RPAS data base. The following message will display: Enter the full path name of the CAPTURE data when prompted by the 'install_rpas' shell (i.e., /usr2/ky_temp). The following messages and prompts will display:

Enter the directory (full path) where the CAPTURE data are:

Copying the CAPTURE data to the RPAS data base.

CAPTURE data have been copied.

End of install shell.

Make sure your terminal function keys are set to the factory defaults.

login as 'rpasdba' and go.

This completes the 'install_rpas' shell. The RPAS programs and data base have been installed and initialized.

A number of additional steps are still needed after the 'install_rpas' shell has been run. These steps involve changes to the system configuration and must be accomplished very carefully.

6. The RPAS screens use the function keys on the terminal keyboards to execute various actions. For these function keys to perform correctly, it is necessary that the TERM and TERMCAP are properly set, for each user's '.profile', to the type of terminal being used and that the terminal's setup is set to the default factory settings. Consult the Xenix operators guide for instructions on setting up these functions.

If your terminals are hardwired to the Intel, you should have the terminal type correctly set in the '/etc/ttytype file'. Edit the '/etc/ttytype' file, as required, for those terminals that are connected directly to the Intel. These terminal types must also be defined in the TERMCAP.

Sample ttytype file:

```
vt100 console
tvi950 ttyf0
tvi950 ttyc0
tvi950 ttyc1
tvi950 ttyc2
tvi920 ttyc3
tvi920 ttyc4
```

```
wy50 ttyc5
wy50 ttyc6
wy75 ttyc7
wy75 ttyc8
tvi950 ttyc9
tvi950 ttyca
tvi950 ttycb
```

If adding terminals to the system, see the Systems Administrator's Guide, Chapter 10, Tailoring the Environment.

7. Change the system printcap. The system printcap sets the maximum size of a document that can be sent to the printer. Edit the '/etc/printcap' file to add or change the size of the print spool for the type of printer you are using. The following parameter must be added: ':mx#3000' or if 'mx' exists, set the limit to '#3000'. An example of a '/etc/printcap' file is shown below:

```
********** part of /etc/printcap file **********
# Printcap for the lineprinter
lp|lineprinter|line printer:\
:lp=/dev/lp:sd=/usr/spool/lpd:\
:dn=/usr/lib/lpd:\
:bd=/bin:\
:af=/usr/adm/lp.acct:mx#3000\      <-----------:mx#3000
:if=/usr/lib/lpf:\
:of=/usr/lib/lpf:
```

8. Modify the ULIMITCFG, NFLOCKS, MAXUPROC, and NFILE size: (Refer to Xenix Installation and Configuration Guide, Appendix A for detailed descriptions of these system parameters.)

To modify ULIMITCFG, NFLOCKS, MAXUPROC, and NFILE size, perform the following steps:

a. Have everyone logoff the system.

b. Make a copy of every file before you change it by copying the files into <file name>.old. This is a safety measure in case the file is damaged or modified in such a way that the system will not operate correctly. The following files in '/sys/conf' are going

to be modified, so copy them into <file name>.old after changing directory to '/sys/conf':

```
cd /sys/conf

cp xenixconf xenixconf.old
```

c. Below is an example of the '/sys/conf/master' file (for release 3.3 or greater).

```
********** part of /sys/conf/master file *********

* The following entries form the tunable parameter
* table.
buffers NBUF       0
sabufs  NSABUF    20
hashbuf NHBUF    128
inodes  NINODE   100
files   NFILE    125
mounts  NMOUNT     6
coremap CMAPSIZ   (NPROC*2)
swapmap SMAPSIZ   (NPROC*2)
calls   NCALL  25
procs   NPROC  50
texts   NTEXT  40
clists  NCLIST 120
locks   NFLOCKS 75
maxproc MAXUPRC 25
timezone TIMEZONE (8*60)
pages   NCOREL 0
daylight DSTFLAG 1
cmask   CMASK  0
maxprocmem MAXMEM 0
shdata     NSDSEGS   25
maxbuf     MAXBUF    192
ttys MAXCBUFS (2*MAXTTYS)
*
* The following is the default configuration for
* ulimit.  The number is the number of 512 byte
* blocks which can be allocated.
* 8192 * 512 = 4MB max. file size
*
ulimcfg ULIMITCFG 8192        <----------set this
```

d. Edit the '/sys/conf/xenixconf' file to the numbers specified in the example. Make the changes using the 'editor' or the 'kparams' command (Xenix version 3.4):

```
kparams procs 165
kparams files 125
kparams locks 100
```

or

```
**********   SAMPLE XENIXCONF   **********

*
* THIS FILE CONTAINS CODE WHICH IS SPECIFIC TO THE
* INTEL 286/310 COMPUTER AND MAY REQUIRE
* MODIFICATION WHEN ADAPTING XENIX TO NEW
* HARDWARE.
*
*    Devices
*
i215    1
itp     1
i534    0
i544    0
i188    1
i74     1
lp      1
ramd    0
i226    0
debug   0
root    i215 1
pipe    i215 1
swap    i215 2 1 16416
*
*    Local parameters
*
timezone (5*60)
daylight 1
cmask    0
proc  165          <---------- use these numbers
files 125          <---------- use these numbers
locks 100          <---------- use these numbers
inodes 125
*  ulimcfg ULIMITCFG 80800
```

e. After these changes have been made, you must make Xenix and restart the system by performing the following steps:

(1) Enter: cd /sys/conf

(2) Enter: make xenix
(this compiles the kernel)
If errors occur, redo your installation procedures.

(3) If no errors, Enter: copy /xenix /xenix.old
(save a copy of old xenix)

(4) Enter: mv xenix /xenix
(replaces old xenix with new xenix)

(5) Restart the system: Enter: shutdown 0

(6) After shutdown is complete, restart the system using standard restart procedures.

9. Initialize the RPAS Master and Unit Edit Tables. Before any RPAS-specific data can be loaded into the RPAS data base, initialize the RPAS Master and Unit Edit Tables. These data are provided from SIDPERS and a modified version of the same program that will be used to update RPAS from SIDPERS on a regular basis will be used. To initialize these two tables, perform the following steps:

a. Load the SIDPERS and Organization files into the same directory as user 'rpasdba' (both the SIDPERS and Organization files must be present in the 'rpasdba' directory before the initialization program can be run).

b. Start the initialization program with the following command:

init_master.sh

The Update From SIDPERS screen will display. Enter the name of the file that contains the SIDPERS data, the name of the file that contains the Organizational data, and the as-of-date of the data (a complete discussion on how the

Update From SIDPERS option works and a figure of the Update From SIDPERS screen is contained in Section 4.3.3.1 of this End User Manual).

A record count will display so that the status of the initial load can be monitored. If there are any messages as a result of the initial load, they will be written to 'sidpers.msg' in the current directory and can be reviewed with the 'more' command, or sent to the printer.

10. Install users onto the Intel. The individuals who will use RPAS must be installed on the Intel. If they have already been installed, install them again with specific login names and passwords so that the various access permits and '.profile' are compatible with RPAS. Use the instructions contained in the Systems Administrator's Guide to add new users to the system with the 'mkuser' utility. The important answers are listed below. Any other questions may be answered with the system default.

    - login name = '<as required>'
    - do you want default group? 'N'
    - do you want to use one of these groups? 'Y'
    - from the list, enter group 'rpasdba'
    - shell type = '1' (Bourne)

Copy the '.profile' file from '/dir/rpasdba' (where '/dir' is the directory where the user 'rpasdba' was installed in step 2) to each of the new users' directories.

11. Install users into the RPAS Password Table. The RPAS application has its own Password function to further protect Retirement Points data. The RPAS application comes with a default user installed so that the Update RPAS Password Table option can be accessed and other users can be installed, as required. A complete discussion of the Password option and a figure of the Password Screen is contained in Section 4.3.1 of this End User Manual.

To install users in to the RPAS Password Table, perform the following steps:

a. Start the RPAS application by entering the following command:

'rpas'

The RPAS Password Screen will display.

b. Enter the default User Name of:

sibchief

c. Enter the default Password of:

rpas

d. The RPAS Main Menu is displayed. Select option 3, the RPAS Maintenance Functions.

e. The RPAS Maintenance Functions Menu is displayed. Select option 5, Update Password Table.

f. The Update Password Table screen is displayed. Follow the instructions contained in Section 4.3.1 of this End User Manual to change the default password for the user 'sibchief' and to install other RPAS users.

This completes the installation of RPAS on the Intel.

3.2 Initiating a Session. The following steps describe how an RPAS analyst can access the RPAS program:

1. Login to the Intel with the User ID and Password used to install the RPAS analyst on the Intel, as described in step 10 of the installation instructions from Section 3.1.3.

2. After successfully logging into the Intel, enter the command 'rpas' from the system prompt. The RPAS Password screen (shown in Figure 3-1) will then display.

3. Enter the User Name and Password with the RPAS User Name and Password used to install the RPAS analyst in the RPAS Password Table (described in step 11 of the installation instructions from Section 3.1.3). A complete discussion of the RPAS Password screen is contained in Section 4.3.1 of this End User Manual.

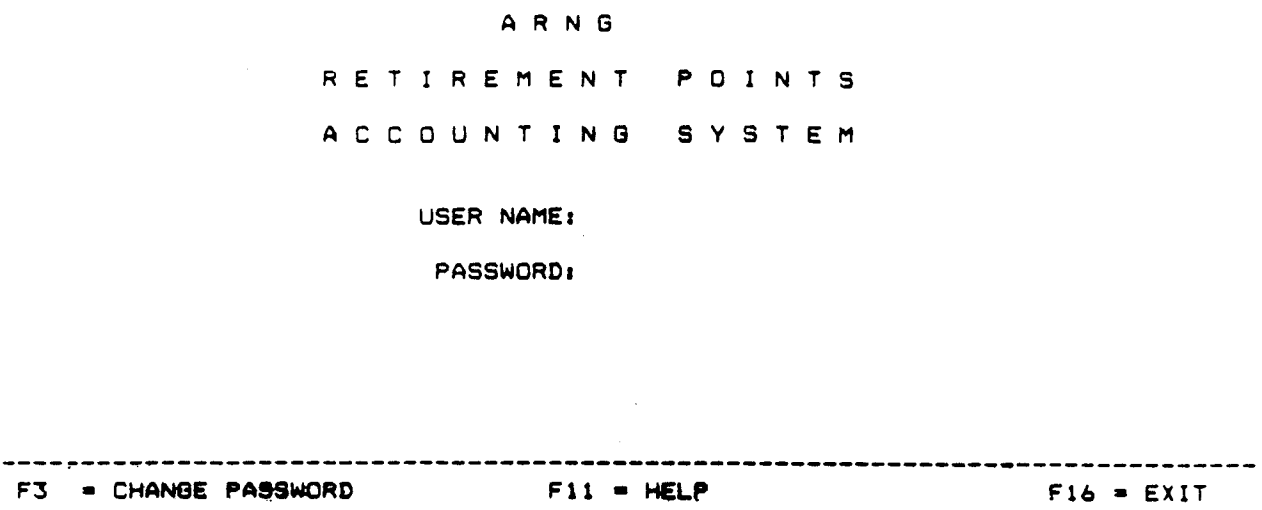

Figure 3-1. RPAS Password Screen

4. After having successfully entered the User Name and Password into the RPAS Password screen, the RPAS Main Menu will display as shown in Figure 3-2. The RPAS analyst now has access to the RPAS application programs and any RPAS functions. Detailed descriptions and discussions of all RPAS functions, options, menus, and screens begin with Section 4.3 of this End User Manual.

3.3 Stopping and Suspending Work. To exit from any RPAS menu/screen, enter a 'b'. The calling RPAS menu will then be displayed. Enter another 'b' until the RPAS Main Menu is displayed. When using the RPAS Main Menu, a 'b' will allow you to exit from the RPAS application program and will return control to the Xenix operating system.

To exit from any RPAS data screen, press the F16 function key. Depending on the specific RPAS data screen and what specific function is being performed, the F16 function key may have to be pressed more than once to exit to the calling RPAS menu. Follow the instructions as described above to exit the RPAS menus and return to the Xenix operating system.

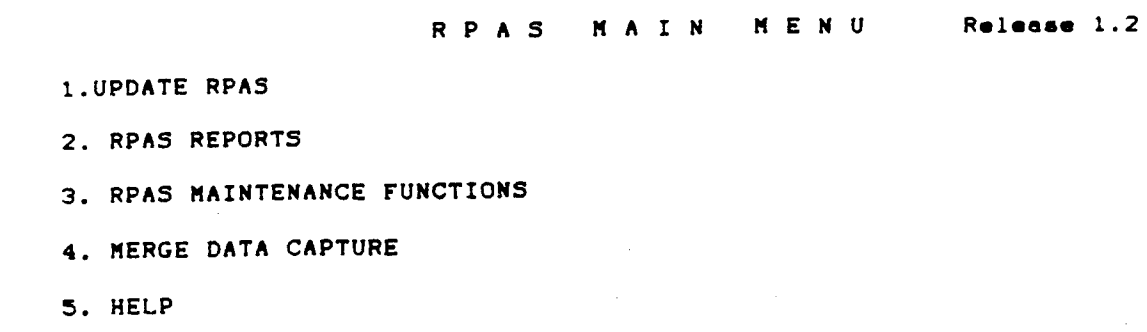

Figure 3-2. RPAS Main Menu Screen

SECTION 4. PROCESSING REFERENCE GUIDE

4.1 Capabilities. RPAS was designed and developed with the end user in mind and is meant to be operated by non-ADP personnel. A series of menus, display screens, and data entry screens are used in a user-friendly environment so that the RPAS analysts can perform their jobs without having to be computer programmers. Figure 4-1 shows the organization and menu structure of RPAS. This structure is similar to the RPAS functional subsystems discussed in Section 2.1.1.4.

The following Function Keys perform the same basic function for all RPAS screens. (Refer to the bottom of the screen for active functions.)

F1 Start Over - Pressing F1 will clear the screen and return the cursor to the first field, allowing the RPAS user to start over with that screen.

F2 Delete Record - Pressing F2 while in the Update mode will delete the displayed detail record. You will be asked to confirm the delete, in case the F2 key was pressed inadvertently.

F3 Previous Field - Pressing F3 will move the cursor to the previous field.

F7 Previous Record - Pressing F7 will display the previous record. If there are no more previous records, the message "No more records in that direction" will display.

F8 Next Record - Pressing F8 will display the next record. If there are no more records, the message "No more records in that direction" will display.

F9 Enter Add Mode - Pressing F9 will place you into the Add mode, where detail records can be added to the data base.

F10 Exit Add Mode - Pressing F10 will exit the Add mode and return you to the Review/Update mode.

F11 Help - Pressing F11 will display a one-line Help message at the top of the screen.

F13 Save Record - Pressing F13 when in the Add or Update mode will save the record just added or modified.

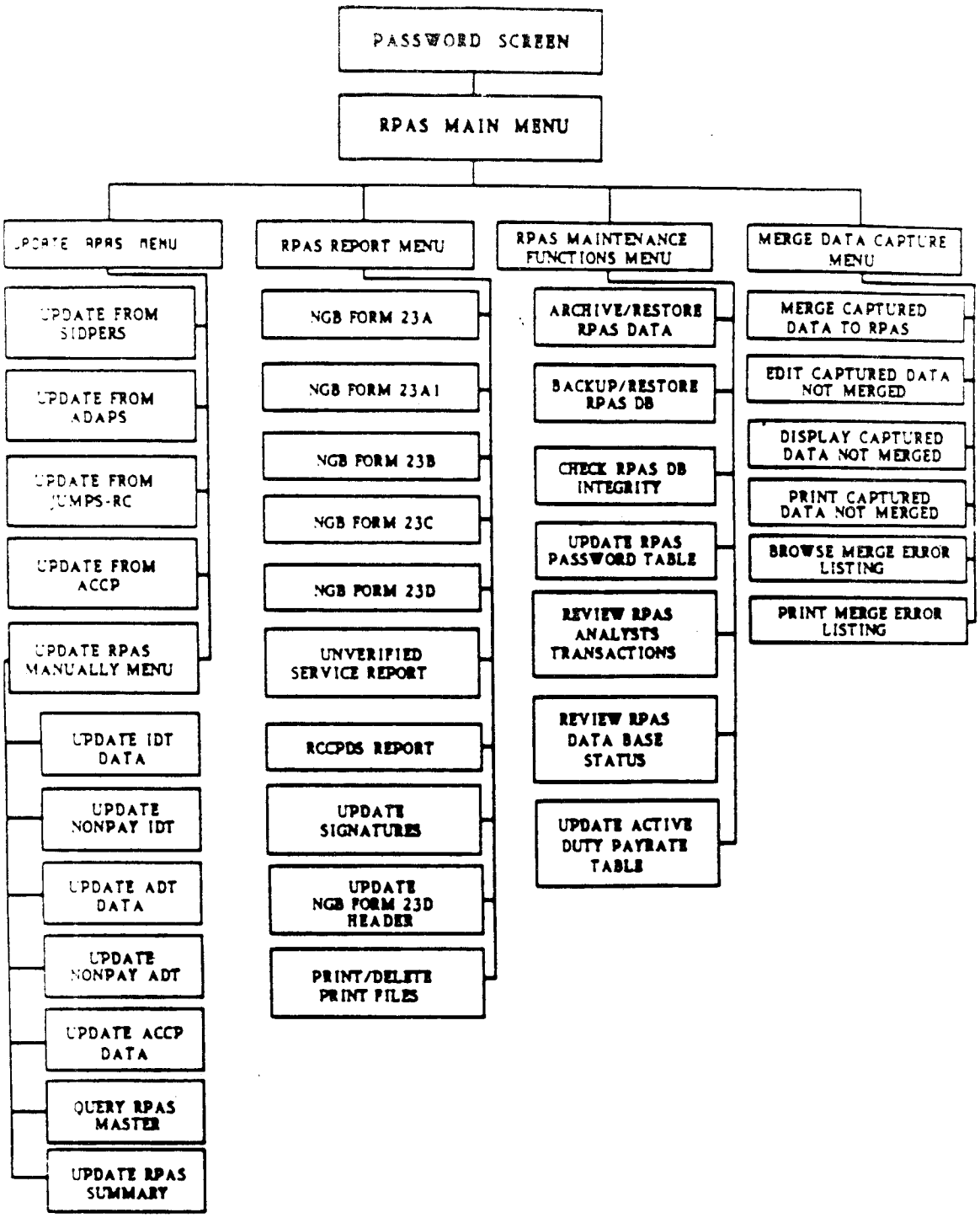

Figure 4-1. RPAS Menu Structure

or

F13 Do Query on Information in SSN field or in SSN field and Beg. Date - Pressing F13 will perform the requested query.

F14 Recalculate - Pressing F14 will recalculate the RPAS points for the soldier displayed on the screen while in the Update RPAS Summary function.

F15 View Messages - Pressing F15 will display any error messages, using the 'more' function, while in the Update RPAS Summary function. If any errors occur while in Update RPAS Summary, a message is shown at the top of the screen. Press F15 to view those error messages. After the messages have been viewed, pressing any key will redisplay the Update RPAS Summary screen.

F16 Return - Pressing F16 will return you to the previous screen when working with a multiple function screen.

or

F16 Exit - Pressing F16 will exit the current screen and will return the RPAS analyst to the menu that called that screen. When returning to a menu from a screen, the CRT screen is cleared and the following message is displayed:

Press carriage return to continue.

Enter a carriage return and you will return to the menu from which the screen was called.

In discussing how to use RPAS, the following capabilities will be used: 1) if a specific entry is to be made, it will be in single quotes (' '); and 2) when the term "enter" is used, it means to type the value into the data field and press the carriage return key.

4.2 Conventions. RPAS uses a series of menus and display screens with which the RPAS analyst must interface. There are some basic rules for using RPAS menus and display screens that have been standardized throughout RPAS. There are also some file-naming conventions that RPAS uses when it creates output files.

4.2.1 Use of RPAS Menus. All RPAS menus function in the same manner, using the same procedures to either select a menu option or to exit from a menu.

Each RPAS menu displays three items of information: 1) the title of the menu, printed at the top, which is similar to the menu option selected from the previous menu; 2) the RPAS functions that can be selected, which are listed by number; and 3) the instructions for using the menu, which are shown at the bottom of the screen. Figure 4-2 is an example of an RPAS menu.

```
                    U P D A T E   R P A S   M E N U

1.UPDATE RPAS FROM SIDPERS

2. UPDATE RPAS FROM ADAPS

3. UPDATE RPAS FROM JUMPS-RC

4. UPDATE RPAS FROM ACCP

5. UPDATE RPAS MANUALLY

6. HELP


Use space bar, arrow keys, or type number to make selection.
Enter 'b' to return to previous menu or exit.
Enter carriage return to execute selection:  1
```

Figure 4-2. Example--RPAS Menu

When an RPAS menu is first displayed, the highlighted bar used to select a menu option will always be on menu option 1. To select another menu option from an RPAS menu, use the space bar or the up or down arrow keys to move the highlighted bar to the desired menu option; alternately, enter the number of the menu option and the highlighted bar will move to that menu option. The number of the menu option will also display at the end of the menu instructions. To execute that menu option, press the carriage return key. To leave the menu and return to the previous menu or to exit RPAS, if at the RPAS Main Menu, enter a 'b'.

4.2.2 Use of RPAS Screens. All RPAS screens function in a similar manner. Not all screen functions can be performed with all screens. Each specific screen will list specific functions that can be performed, but the RPAS user will interface with each screen in the same manner.

Each RPAS screen displays three items of information:

a. The title of the screen is printed at the top. This title will be similar to the menu option selected to display the screen.

b. The data elements that make up the screen are displayed in an ordered format with the personnel data from the RPAS Master Table displayed first; then the data from the appropriate detail table is displayed second. Data elements can be displayed in one of two ways: First, those data elements that the RPAS analyst can enter data for are displayed in reverse video. Second, data elements that are displayed for informational purposes and cannot be updated by the RPAS analyst are displayed in normal video.

c. The functions that can be performed are displayed at the bottom of the screen along with the appropriate function key that is used to execute that function. Figure 4-3 is an example of an RPAS screen.

```
                                                                    QUERY MODE
--------------------------------------------------------------------------------
                  U P D A T E   R P A S   S U M M A R Y   D A T A
--------------------------------------------------------------------------------
       SSN                          NAME                  PAYROLL #     RYE mm/dd

--------------------------------------------------------------------------------
   BEG DATE     END DATE    MMSI    IDT    MEM     ACCP    ACT     TOTAL    TOTAL
                            CODE    PTS    PTS     MISC    DUTY    CAREER   PTS FOR
   yy/mm/dd     yy/mm/dd                           PTS     TNG     POINT    RET PAY
--------------------------------------------------------------------------------
P:
C:
N:

  CREDITABLE SERVICE FOR RETIREMENT                                VERIFICATION
                                      yy    mm    dd               STATUS  CODE


--------------------------------------------------------------------------------
 F1 = START OVER                        F3 = PREV FIELD                F16 = EXIT
 F13 = DO QUERY ON INFORMATION IN SSN FIELD OR IN SSN FIELD AND BEGIN DATE
```

Figure 4-3. Example--RPAS Screen

To enter data into a data field, enter the required data value and press the carriage return key. The entered data will be edited as required, and left or right justified as necessary. The cursor will go to the beginning of the next data field. If entering data into a data field that becomes filled, the data value entered will be edited as required, and the cursor will move to the beginning of the next data field. Pressing the carriage return key without entering any data will leave the current data values as displayed and will move the cursor to the beginning of the next data field.

4.2.3 Output Data Files. RPAS outputs numerous files--these files are identified by using the following naming conventions.

Message reports produced from the automated updates to RPAS are called by the function name with an '.msg' extension.

Some examples are:

sidpers.msg
adaps.msg
jumps.msg
accp.msg
merge.msg
calc.msg.

All reports from the Reports function are written to a file named with the report designation, four random numbers to make the files unique when the same type of report is run more than once, and an '.rpt' extension. Some examples are (where xxxx is a random number calculated as the minutes and seconds the report was requested):

r23a.xxxx.rpt
r23b.xxxx.rpt
r23c.xxxx.rpt
rccpds.xxxx.rpt

The automated update functions of ADAPS, JUMPS-RC, and ACCP save those transactions that could not be processed because either the SSN was not in either the Master or Summary tables. These transactions are saved in a file with the same name as the input file with an extension of '.out'. Some examples are:

adt30jun.out
idt30jul.out

4.3 Processing Procedures. The following discussion will follow the RPAS menu structure shown in Figure 4-1 and will cover each screen, its function, and how each screen is used.

4.3.1 Password Screen. As an additional level of security, RPAS has its own password function that controls access to the RPAS program and data base. The Password function consists of a Password Screen that prompts the RPAS analyst for his/her RPAS User Name and Password, has a Change RPAS Password Screen that allows an RPAS analyst to change his/her password, and has an Update RPAS Password Table screen that allows for addition or deletion of users from the RPAS program (only the SIB Chief has access to the Update RPAS Password Table option, which is contained in the RPAS Maintenance Functions Menu screen).

When starting RPAS, the RPAS Password Screen (Figure 4-4) is the first screen you will see. To gain access to RPAS, a user must successfully enter the information requested by the RPAS Password screen. To do this, enter your RPAS User Name and your RPAS Password. The RPAS Password will not appear as you enter it.

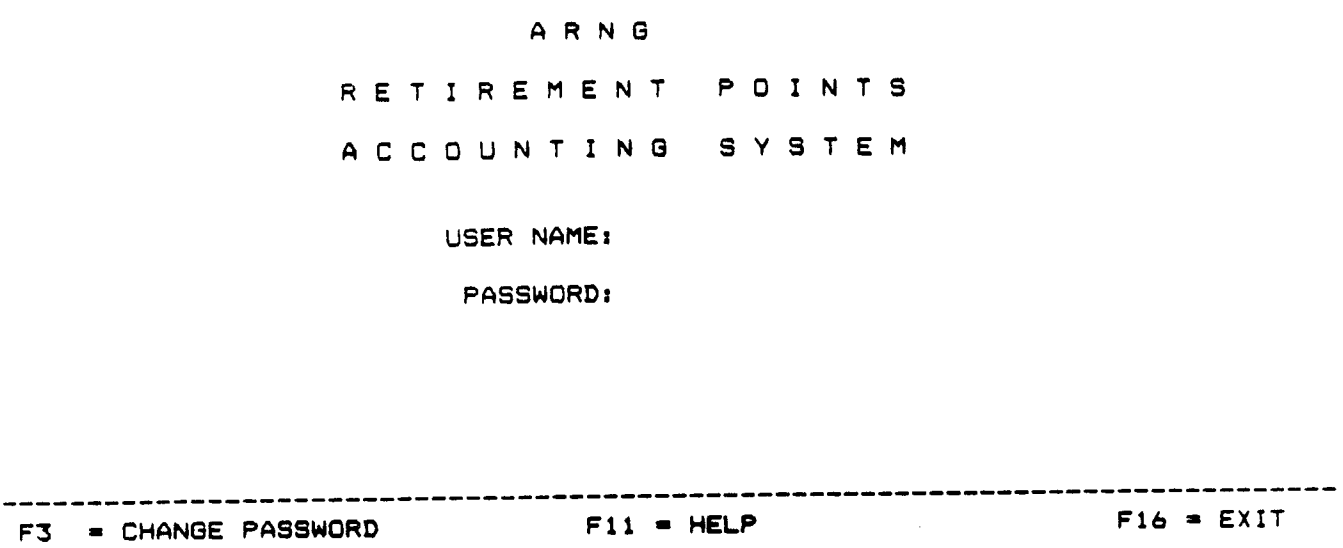

Figure 4-4. RPAS Password Screen

To change your RPAS Password, press the F3 function key. You may not do this without entering your RPAS User Name or Password. The Change RPAS User Password screen will then appear (Figure 4-5). To change your RPAS Password, enter your RPAS User Name and your old RPAS Password. If you do not enter this information correctly, the Change RPAS program will terminate and return you to the RPAS Password screen. Start the process again.

If you are successful, enter your new RPAS Password making sure that it is at least 5 characters and not more than 13 characters long. To verify your new RPAS Password, you must enter it again. If you have reentered your new RPAS Password correctly, a message will be printed--"New Password is accepted"--and the RPAS Main Menu will appear. If you have not reentered your new RPAS

Password correctly, you will return to the RPAS Password screen. Press the F3 function key and try to change your password again. If you decide that you do not want your RPAS Password changed, press the F16 function key to exit and you will return to the RPAS Password screen.

NOTE: You cannot change your RPAS Password if you have forgotten your old RPAS Password. See the SIB Chief (or the individual with SIB Chief privileges) to issue you a new RPAS Password. You must remember and protect your RPAS Password. The passwords are encrypted and cannot be displayed or retrieved once they have been entered into the RPAS Password Table.

```
--------------------------------------------------------------------------------
                    C H A N G E   R P A S   U S E R   P A S S W O R D
--------------------------------------------------------------------------------

                                    USER NAME:

                                ENTER OLD PASSWORD:

                                ENTER NEW PASSWORD:
                          (NEW PASSWORD MUST BE AT LEAST 5
                          AND NOT MORE THAN 13 CHARACTERS)

                                  VERIFY NEW PASSWORD BY
                                RE-ENTERING NEW PASSWORD:


--------------------------------------------------------------------------------
F11 = HELP                                                        F16 = EXIT
```

Figure 4-5. Change RPAS User Password Screen

4.3.2 RPAS Main Menu. After an RPAS analyst has successfully entered the required information from the RPAS Password screen, the RPAS Main Menu will display (Figure 4-6). From this menu, the four primary RPAS functions can be accessed.

```
                    R P A S   M A I N   M E N U      Release 1.2

  1.UPDATE RPAS

  2. RPAS REPORTS

  3. RPAS MAINTENANCE FUNCTIONS

  4. MERGE DATA CAPTURE

  5. HELP


Use space bar, arrow keys, or type number to make selection.
Enter 'b' to return to previous menu or exit.
Enter carriage return to execute selection:  1
```

Figure 4-6. RPAS Main Menu

4.3.3 Update RPAS Menu. The Update RPAS Menu Screen (Figure 4-7) is displayed by selecting option 1 from the RPAS Main Menu. From this menu screen, the various RPAS update functions can be accessed.

```
                    U P D A T E   R P A S   M E N U

    1.UPDATE RPAS FROM SIDPERS

    2. UPDATE RPAS FROM ADAPS

    3. UPDATE RPAS FROM JUMPS-RC

    4. UPDATE RPAS FROM ACCP

    5. UPDATE RPAS MANUALLY

    6. HELP


Use space bar, arrow keys, or type number to make selection.
Enter 'b' to return to previous menu or exit.
Enter carriage return to execute selection:  1
```

Figure 4-7. Update RPAS Menu Screen

4.3.3.1 Update RPAS From SIDPERS. The Update From SIDPERS option updates the RPAS Master Table with personnel data from the SIDPERS data base and replaces the Unit Edit Table with the latest data from the Organizational file. The SIDPERS data must be loaded into the same directory as that used to run the update function. The SIDPERS data contain two files. When loading the SIDPERS data into the Intel, note the names of these two files. You will be prompted for these file names when running the Update From SIDPERS function.

The Update RPAS From SIDPERS Screen (Figure 4-8) will display by selecting option 1 from the Update RPAS Menu. Enter the file name containing the SIDPERS data, enter the file name containing the Unit Organizational data, and enter the as-of-date of the SIDPERS data. If the file name entered into either the SIDPERS or Organizational file data fields does not exist, an error message is displayed, and the correct file name must be reentered. The Update From SIDPERS function will run in the background and the Update RPAS Menu will redisplay.

NOTE: The as-of-date is the date the SIDPERS data were extracted from the SIDPERS data base--not the date the RPAS data base was updated.

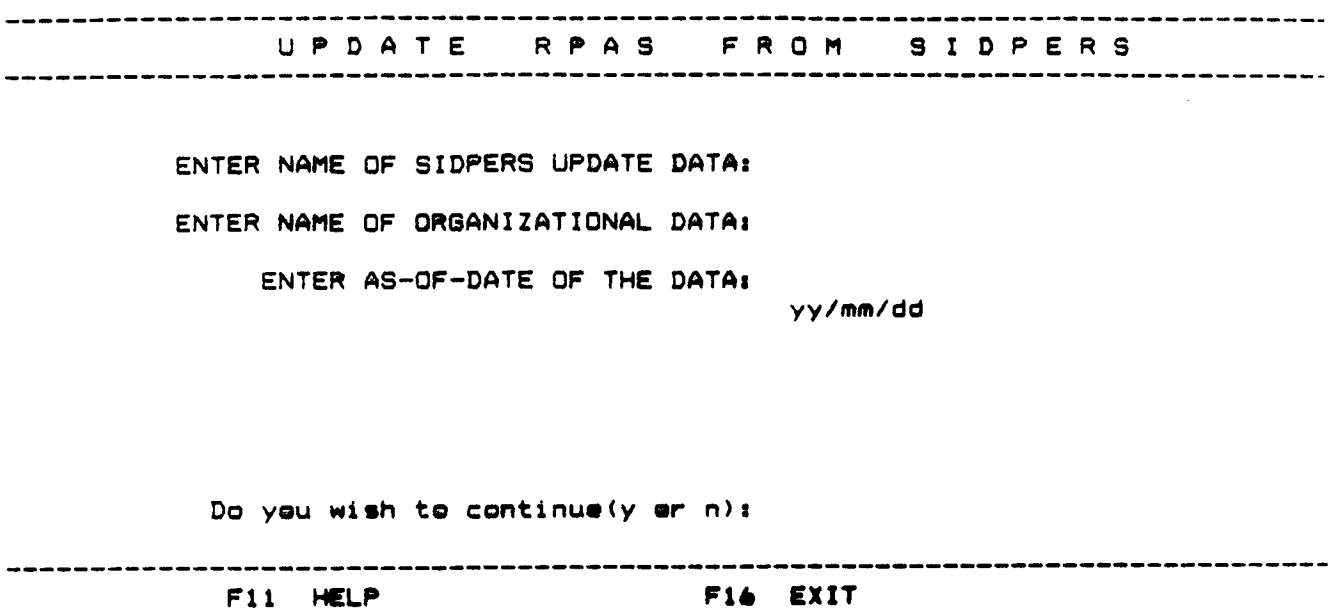

Figure 4-8. Update RPAS From SIDPERS Screen

The as-of-date of the SIDPERS data is written to the RPAS Management Table. Each time the Update From SIDPERS function is run, the as-of-date is compared to the previous as-of-date. If the new as-of-date is not later than the previous as-of-date, a warning message is printed informing the RPAS analyst that data may be lost if the update is continued (Figure 4-9). If you have more than one update to process, you should always run the earliest-dated update first.

```
--------------------------------------------------------------------------------
                U P D A T E   R P A S   F R O M   S I D P E R S
--------------------------------------------------------------------------------

          ENTER NAME OF SIDPERS UPDATE DATA:  sid.in

          ENTER NAME OF ORGANIZATIONAL DATA:  org.in

               ENTER AS-OF-DATE OF THE DATA:  87/08/19
                                              yy/mm/dd

********************************************************************************
   WARNING:  THE SIDPERS DATABASE WAS LAST UPDATED AS OF:     87/09/30
   You are now attempting to enter data as of:       87/08/19
   If you continue, you could lose or overwrite your data.
********************************************************************************
             Do you wish to continue(y or n):

--------------------------------------------------------------------------------
              F11  HELP                       F16  EXIT
```

Figure 4-9. Update RPAS From SIDPERS with Message Screen

4.3.3.2 Update RPAS From ADAPS. The Update RPAS From ADAPS option updates the ADT Detail Table and RPAS Summary Table with paid active duty periods and ADT points collected in the ADAPS data system. The ADAPS data must be loaded into the same directory as that used to run the update function. When loading the ADAPS data into the Intel, note the name of the file. You will be prompted for the file name when running the Update RPAS From ADAPS function.

The Update RPAS From ADAPS Screen (Figure 4-10) will display when you select option 2 from the Update RPAS Menu. Enter the file name containing the ADAPS data and enter the as-of-date of the ADAPS data. If the file name entered into the ADAPS file data field does not exist, an error message is displayed and the correct file name must be reentered. The Update RPAS From ADAPS function will run in the background and the Update RPAS Menu will redisplay.

NOTE: The as-of-date is the date the ADAPS data were extracted from the ADAPS data system--not the date the RPAS data base was updated.

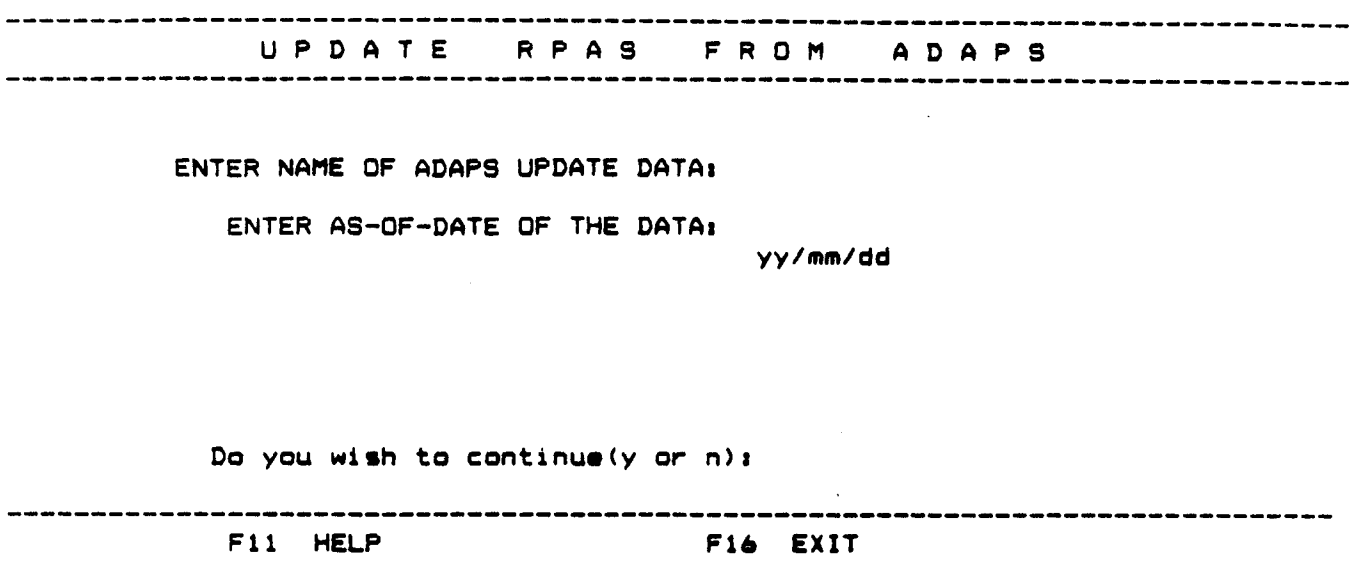

Figure 4-10. Update RPAS From ADAPS Screen

The as-of-date of the ADAPS data is written to the RPAS Management Table. Each time the Update RPAS From ADAPS function is run, the as-of-date is compared to the previous as-of-date. If the new as-of-date is not later than the previous as-of-date, a warning message is printed informing the RPAS analyst that data may be lost if the update is continued (Figure 4-11). If you have more than one update to process, you should always run the earliest-dated update first.

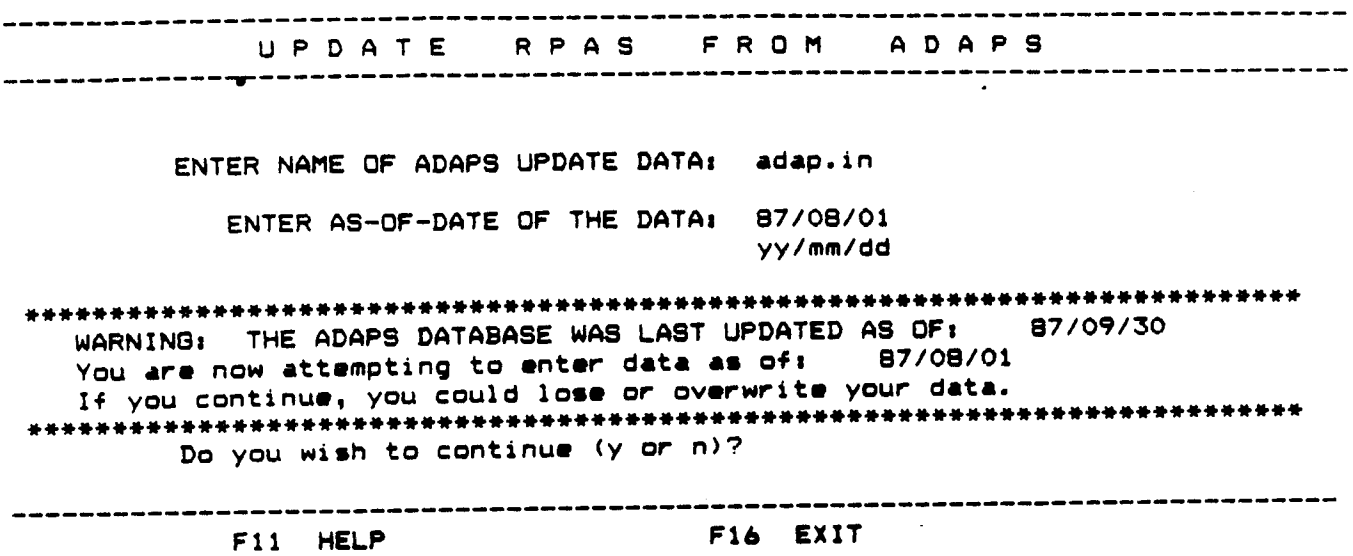

Figure 4-11. Update RPAS From ADAPS with Message Screen

ADAPS will write to a file all ADAPS transactions that were not processed because the ADAPS transaction's SSN was not in either the Master or Summary Table. This file will be named the same as the input file, with an '.out' extension. For example: If the input file name is 'adt30jun.in', the output file will be called 'adt30jun.out'. Once the problem with the missing SSNs has been resolved, ADAPS can be run again using the output file from the previous run.

WARNING: Be sure to change the name of the output file, as the ADAPS update program will try to write to the same file name. For example:

mv adt30jun.out adt30jun2.in

WARNING: Never process an update function with the same input file name a second time.

ADAPS will check for conflicts between an incoming ADAPS transaction and existing IDT, Nonpay IDT, and Nonpay ADT drill periods. If a conflict exists, ADAPS will delete those drill periods from their respective detail tables and will delete the appropriate points from the Summary Table.

NOTE: ADAPS updates should always be run before JUMPS-RC updates and before manually entering nonpay IDT or ADT periods for the same period of time.

4.3.3.3 Update RPAS From JUMPS-RC. The Update RPAS From JUMPS-RC option updates the IDT Detail Table and RPAS Summary Table with paid IDT performances and IDT points earned (provided by USAFAC from JUMPS-RC). The JUMPS-RC data must be loaded into the same directory as that used to run the update function. When loading the JUMPS-RC data into the Intel, note the name of the file. You will be prompted for the file name when running the Update RPAS From JUMPS-RC function.

The Update RPAS From JUMPS-RC Screen (Figure 4-12) will display by selecting option 3 from the Update RPAS Menu. Enter the file name containing the JUMPS-RC data, and enter the as-of-date of the JUMPS-RC data. If the file name entered into the JUMPS-RC file data field does not exist, an error message is displayed, and the correct file name must be reentered. The Update RPAS From JUMPS-RC function will run in the background, and the Update RPAS Menu will redisplay.

NOTE: The as-of-date is the date the JUMPS-RC data were extracted from the JUMPS-RC data base--not the date of updating the RPAS data base.

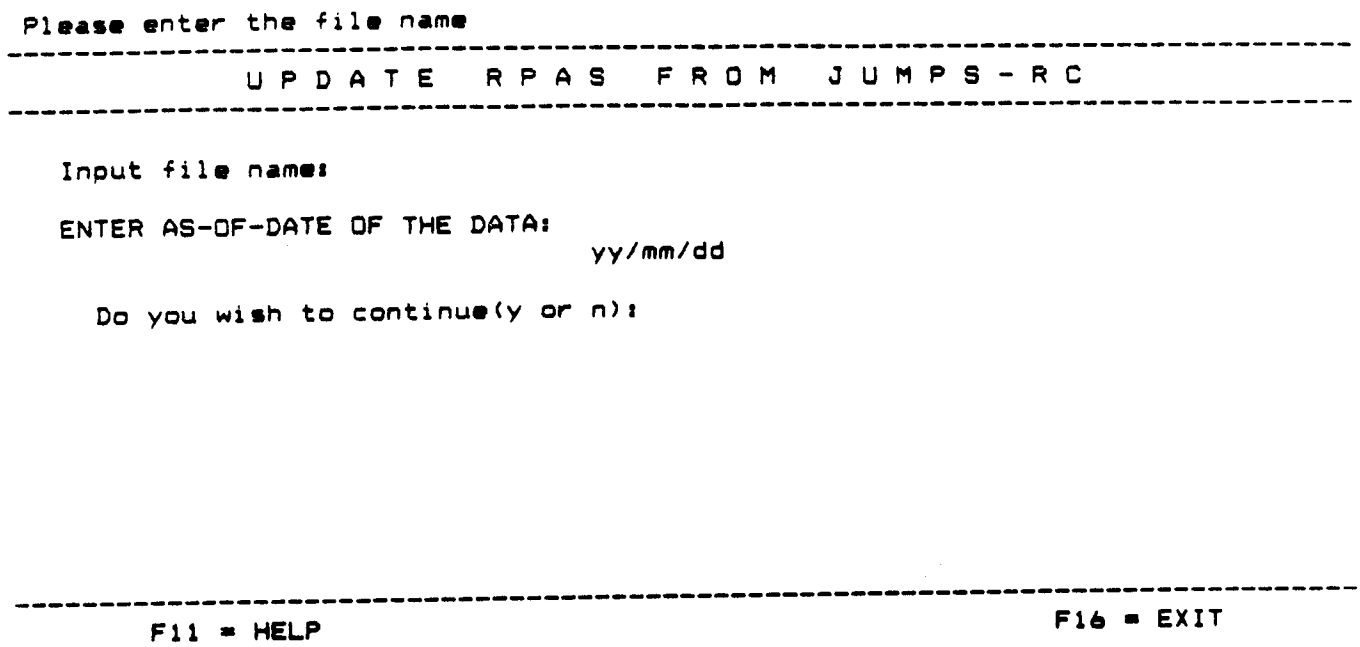

Figure 4-12. Update RPAS From JUMPS-RC Screen

The as-of-date of the JUMPS-RC data is written to the RPAS Management Table. Each time the Update RPAS From JUMPS-RC function is run, the as-of-date is compared to the previous as-of-date. If the new as-of-date is not later than the previous as-of-date, a warning message is printed informing the RPAS analyst that data may be lost if the update is continued (Figure 4-13). If you have more than one update to process, you should always run the earliest-dated update first. This is very important with JUMPS-RC data since the data do contain changes to previously reported IDT drill performances.

```
--------------------------------------------------------------------------------
              U P D A T E   R P A S   F R O M   J U M P S - R C
--------------------------------------------------------------------------------

      ENTER NAME OF JUMPS-RC UPDATE DATA:  jump.in

            ENTER AS-OF-DATE OF THE DATA:  87/08/09
                                           yy/mm/dd

********************************************************************************
   WARNING:  THE JUMPS-RC DATABASE WAS LAST UPDATED AS OF:     87/09/30
   You are now attempting to enter data as of:     87/08/09
   If you continue, you could lose or overwrite your data.
********************************************************************************
         Do you wish to continue (y or n)?

--------------------------------------------------------------------------------
            F11  HELP                      F16  EXIT
```

Figure 4-13. Update RPAS From JUMPS-RC with Message Screen

JUMPS-RC will write to a file all JUMPS-RC transactions that were not processed because the JUMPS-RC transaction's SSN was not in either the Master or Summary Table. This file will be named the same as the input file with an '.out' extension. For example: if the input file is called 'idt30jun.in', the output file will be called 'idt30jun.out'. Once the problem with the missing SSNs has been resolved, JUMPS-RC can be run again using the output file from the previous run.

WARNING: Be sure to change the name of the output file the JUMPS-RC update will try to write to the same file name. For example:

```
mv idt30jun.out idt30jun2.in
```

WARNING: Never process an update function with the same input file name a second time.

4.3.3.4 Update RPAS From ACCP. The Update RPAS From ACCP function updates the ACCP Detail Table and RPAS Summary Table with completed correspondence course hours and ACCP points earned provided by U.S. Army Training Support Center (USATSC). The ACCP data must be loaded into the same directory as that used to run the update function. When loading the ACCP data into the Intel, note the name of the file: you will be prompted for the file name when running the Update From ACCP function.

The Update RPAS From ACCP Screen (Figure 4-14) will display by selecting Item 4 from the Update RPAS Menu. Enter the file name containing the ACCP data, and enter the as-of-date of the ACCP data. If the file name entered into the ACCP file data field does not exist, an error message is displayed, and the correct file name must be reentered. The Update RPAS From ACCP function will run in the background, and the Update RPAS Menu will redisplay.

NOTE: The as-of-date is the date the ACCP data were extracted from the ACCP data base--not the date the RPAS data base was updated.

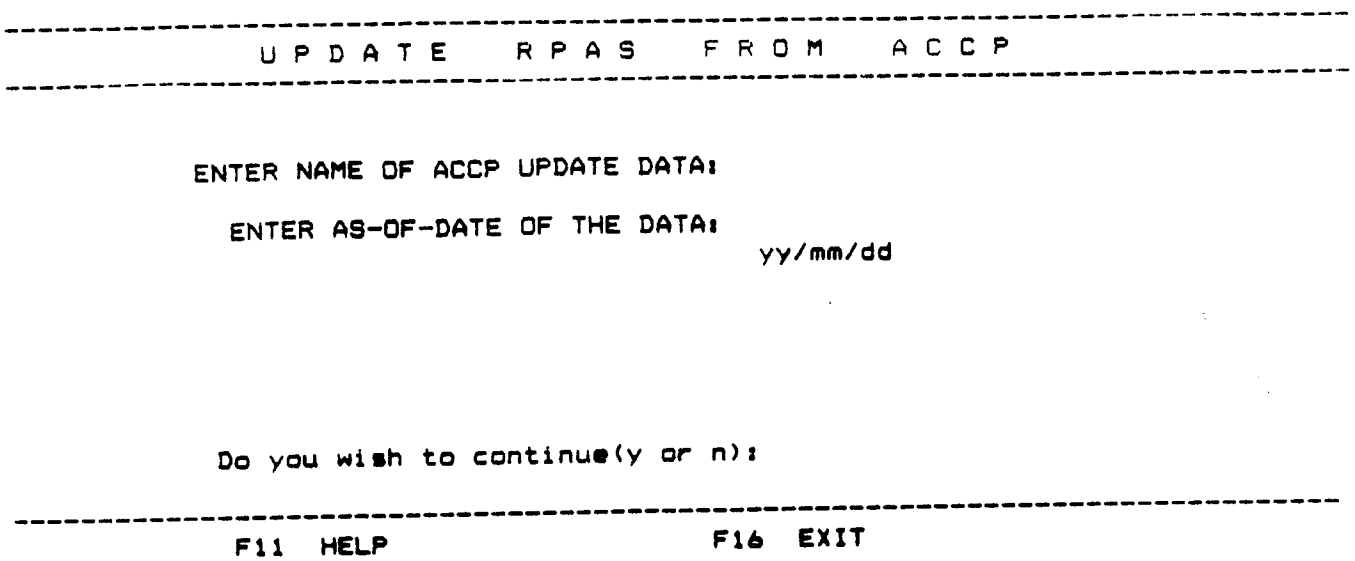

Figure 4-14. Update RPAS From ACCP Screen

The as-of-date of the ACCP data is written to the RPAS Management Table. Each time the Update RPAS From ACCP function is run, the as-of-date is compared to the previous as-of-date. If the new as-of-date is not later than the previous as-of-date, a warning message is printed informing the RPAS analyst that data may be lost if the update is continued (Figure 4-15). If you have more than one update to process, you should always run the earliest-dated update first. This is very important with ACCP data, since USATSC reports contain cumulative data for each soldier based on their RYE date.

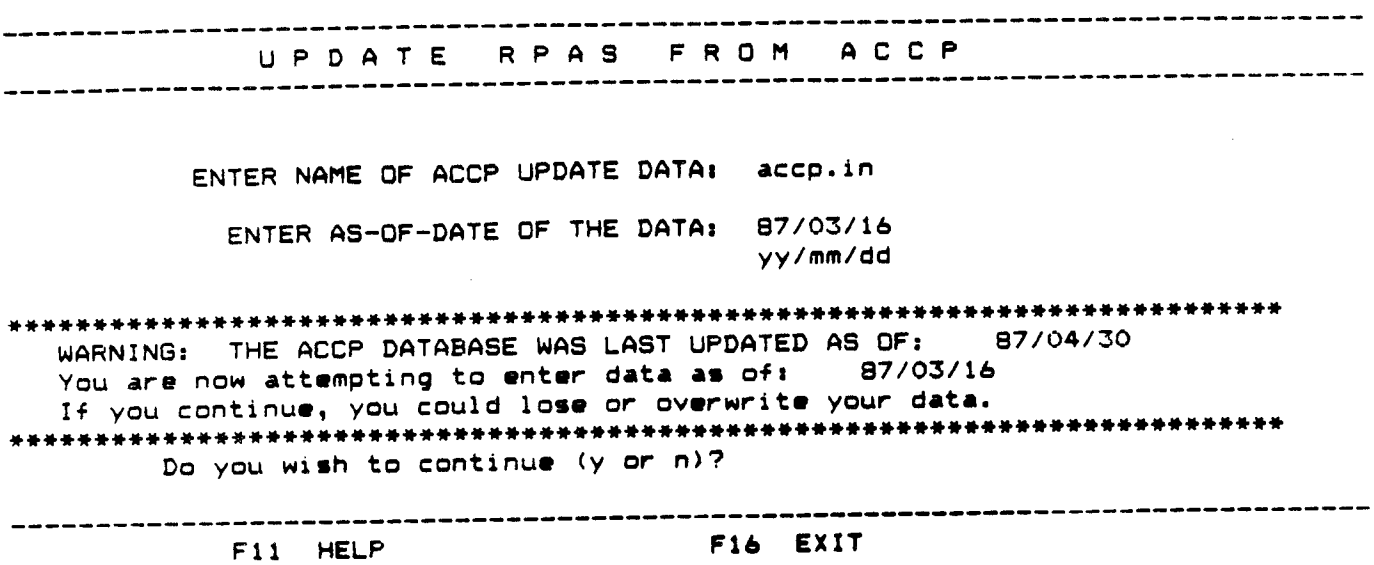

Figure 4-15. Update RPAS From ACCP with Message Screen

4.3.3.5 Update RPAS Manually. The Update RPAS Manually Menu Screen (Figure 4-16) is displayed by selecting option 5 from the Update RPAS Menu. From this menu, the various update screens can be accessed.

```
                    U P D A T E   R P A S   M A N U A L L Y   M E N U

1.UPDATE IDT POINT DATA                          8. HELP

2. UPDATE NON-PAY IDT DATA

3. UPDATE ADT POINT DATA

4. UPDATE NON-PAY ADT DATA

5. UPDATE ACCP POINT DATA

6. QUERY RPAS MASTER TABLE

7. UPDATE RPAS SUMMARY TABLE


Use space bar, arrow keys, or type number to make selection.
Enter 'b' to return to previous menu or exit.
Enter carriage return to execute selection: 1
```

Figure 4-16. Update RPAS Manually Menu Screen

4.3.3.5.1 Update IDT Point Data. The Update IDT Point Data function allows the RPAS analysts to review, edit, or add paid IDT performances to the IDT Detail Table. All updates and adds will be edited just as they are in the JUMPS-RC update, except that the edits are interactive, and any messages will display at the top of the screen. The Update IDT Point Data Screen (Figure 4-17) will display by selecting option 1 from the Update RPAS Manually Menu screen.

```
--------------------------------------------------------------------------
               U P D A T E   I D T   P O I N T   D A T A
--------------------------------------------------------------------------
      SSN                 NAME                PAYROLL #       RYE   DATE

                                                               mm    dd
--------------------------------------------------------------------------
            DATE OF DRILL          TYPE DRILL           POINTS/DRILL
              yy/mm/dd
--------------------------------------------------------------------------




--------------------------------------------------------------------------
F1  = START OVER     F3 = PREVIOUS FIELD     F4 = NEXT FIELD     F16 = EXIT
F13 = DO QUERY ON INFORMATION IN SSN FIELD OR IN SSN AND DRILL DATE
```

Figure 4-17. Update IDT Point Data Screen

There are two ways to select a specific master and detail record:

1) You may enter an SSN and press the F13 function key. Data from the RPAS Master Table for the entered SSN will display, and the first detail record will display for that SSN. The F7 and F8 function keys can then be used to move backwards or forwards to find a specific detail record.

2) You may also enter an SSN, Date of Drill, and press the F13 function key. Data from the RPAS Master Table for the entered SSN will display, and the specific detail record for that SSN and Date of Drill will also display. The F7 and F8 function keys can then be used to move backwards or forwards as required.

To update a specific record:

1. Select a record using one of the two procedures just described.

2. Use the carriage return key to move to the next field, or use the F3 function key to move to the previous field.

3. Make the required changes and press the F13 function key to save the updated record.

To add a record:

1. Press the F9 function key to get into the Add mode. The detail data fields will clear, and the cursor will be in the first detail input field.

2. Enter data into all fields, then press the F13 function key to save the record.

3. If the record passes all edits, the detail data fields will clear, and the cursor will return to the first field ready for the next add.

4. If the record does not pass the edits, a message will display describing the edit that failed, the data fields will display the data last entered, and the cursor will return to the first field. Make the necessary changes, and press F13 to save the new record.
5. When finished, press the F10 function key to exit the Add mode and return to the Review/Update mode.

To delete a record:

1. Press the F2 function key when the record to delete is displayed in the Update mode. A message will be

displayed at the top of the screen: "Do you want to delete this record (y or n)?".

2. Enter an 'n' to terminate the delete function or enter a 'y' to continue with the delete function--deleting the displayed record.

To review, edit, or add data for another soldier:

1. Press the F16 function key to exit the Review/Update mode of the detail records. All data fields will clear, and the cursor will return to the SSN field.

2. Select another soldier's record using one of the select methods previously discussed, or you can exit the Update IDT Point Data screen and return to the Update RPAS Manually Menu screen by pressing the F16 function key.

4.3.3.5.2 Update Nonpay IDT Data. The Update Nonpay IDT Data function allows the RPAS analysts to review, edit, or add IDT performance in a nonpay status to the Nonpay IDT Detail Table. All updates and adds will be edited just as they are in the Update IDT Point Data screen, with interactive edits and messages displayed at the top of the screen. The Update Nonpay IDT Point Data Screen (Figure 4-18) will display by selecting option 2 from the Update RPAS Manually Menu screen.

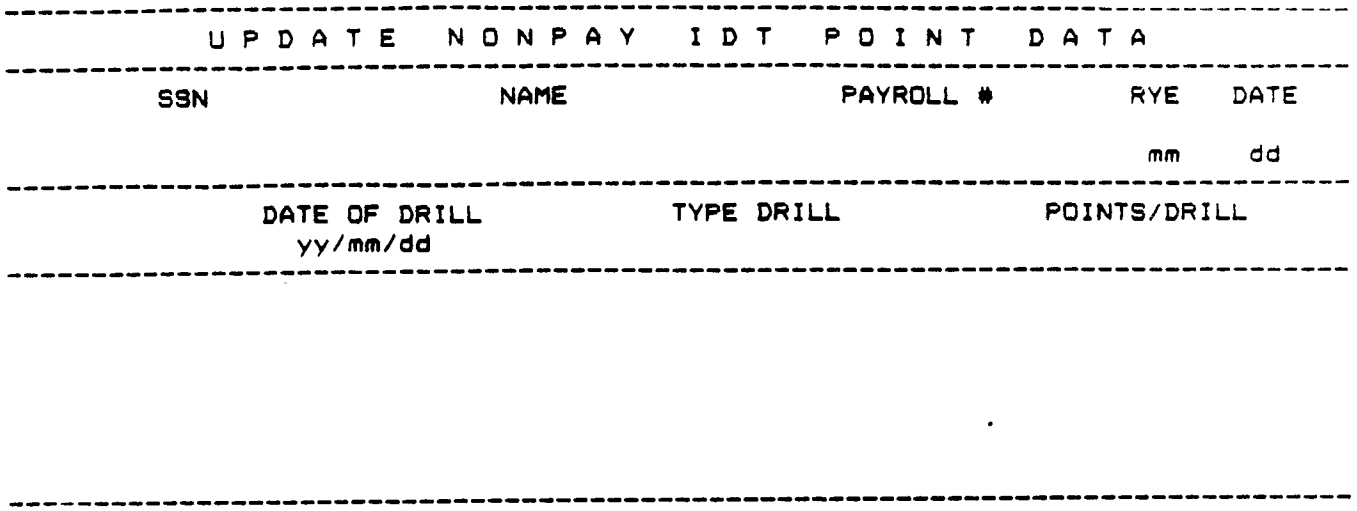

Figure 4-18. Update Nonpay IDT Point Data Screen

There are two ways to select a specific master and detail record:

1) You may enter an SSN and press the F13 function key. Data from the RPAS Master Table for the entered SSN will display, and the first detail record will display for that SSN. The F7 and F8 function keys can then be used to move backwards or forwards to find a specific detail record.

2) You may also enter an SSN, Date of Drill, and press the F13 function key. Data from the RPAS Master Table for the entered SSN will display, and the specific detail record for that SSN and Date of Drill will display. The F7 and F8 function keys can then be used to move backwards or forwards as required.

To update a specific record:

1. Select a record using one of the two procedures just described.

2. Use the carriage return key to move to the next field, or use the F3 function key to move to the previous field. Make the required changes, and press the F13 function key to save the updated record.

To add a record:

1. Press the F9 function key to get into the Add mode. The detail data fields will clear and the cursor will be in the first detail input field.

2. Enter data into all fields, then press the F13 function key to save the record. If the record passes all edits, the detail data fields will be cleared, and the cursor will return to the first field ready for the next add.

   If the record does not pass the edits, a message will display describing the edit that failed, the data fields will display the data last entered, and the cursor will return to the first field. Make the necessary changes, and press F13 to save the new record.

3. When finished, press the F10 function key to exit the Add mode and return to the Review/Update mode.

To delete a record:

1. Press the F2 function key when the record to delete is displayed in the Update mode. A message will be printed at the top of the screen: "Do you want to delete this record (y or n)?".

2. Enter an 'n' to terminate the delete function.

or

3. Enter a 'y' to continue with the delete function--deleting the displayed record.

To review, edit, or add data for another soldier:

1. Press the F16 function key to exit the Review/Update mode of the detail records. All data fields will clear and the cursor will return to the SSN field.

2. Select another soldier's record using one of the select methods previously discussed, or you may exit the Update Nonpay IDT Point Data screen and return to the Update RPAS Manually Menu screen by pressing the F16 function key again.

<u>4.3.3.5.3 Update ADT Data</u>. The Update ADT Point Data function allows the RPAS analysts to review, edit, and/or add paid active duty periods to the ADT Detail Table. All updates and adds will be edited just as they are in the ADAPS update, except that the edits are interactive, and any messages will display at the top of the screen. The Update ADT Point Data Screen (Figure 4-19) will display by selecting option 3 from the Update RPAS Manually Menu screen.

```
----------------------------------------------------------------------------
                 U P D A T E   A D T   P O I N T   D A T A
----------------------------------------------------------------------------
      SSN                     NAME                 PAYROLL #     RYE   DATE
                                                                 mm     dd
----------------------------------------------------------------------------
                 BEGIN DATE        END DATE        TYPE DUTY
                  yy/mm/dd         yy/mm/dd
----------------------------------------------------------------------------




----------------------------------------------------------------------------
 F1 = START OVER            F3 = PREV FIELD                 F16 = EXIT
 F13 = DO QUERY ON INFORMATION IN SSN FIELD OR IN SSN FIELD AND BEG DATE
```

Figure 4-19. Update ADT Point Data Screen

There are two ways to select a specific master and detail record:

1) You may enter an SSN and press the F13 function key. Data from the RPAS Master Table for the entered SSN will display, and the first detail record will display for that SSN. The F7 and F8 function keys can then be used to move backwards or forwards to find a specific detail record.

2) You may also enter an SSN, Begin Date, and press the F13 function key. Data from the RPAS Master Table for the entered SSN will display and the specific detail record for that SSN and Begin Date will display. The F7 and F8 function keys can then be used to move backwards or forwards as required.

To update a specific record:

1. Select a record using one of the two procedures just described.

2. Use the carriage return key to move to the next field, or use the F3 function key to move to the previous field. Make the required changes, and press the F13 function key to save the updated record.

To add a record:

1. Press the F9 function key to get into the Add mode. The detail data fields will clear, and the cursor will be in the first detail input field.

2. Enter data into all fields, then press the F13 function key to save the record.

3. If the record passes all edits, the detail data fields will clear, and the cursor will return to the first field, ready for the next add.

   If the record does not pass the edits, a message will display describing the edit that failed, the data fields will display the data last entered, and the cursor will return to the first field. Make the necessary changes, and press F13 to save the new record.

4. When finished, press the F10 function key to exit the Add mode and return to the Review/Update mode.

To delete a record:

1. Press the F2 function key when the record to delete is displayed in the Update mode. A message will display at the top of the screen: "Do you want to delete this record (y or n)?".

2. Enter an 'n' to terminate the delete function.

or

Enter a 'y' to continue with the delete function--deleting the displayed record.

To review, edit, or add data for another soldier:

1. Press the F16 function key to exit the Review/Update mode of the detail records. All data fields will clear, and the cursor will return to the SSN field.

2. Select another soldier's record using one of the select methods previously discussed.

3. Exit the Update ADT Point Data screen, and return to the Update RPAS Manually Menu by pressing the F16 function key.

4.3.3.5.4 Update Nonpay ADT Data. The Update Nonpay ADT Point Data function allows the RPAS analysts to review, edit, or add active duty periods performed in a nonpay status to the Nonpay ADT Detail Table. All updates and adds will be edited just as they are in the Update ADT Point Data Screen, with interactive edits and messages displayed at the top of the screen. The Update Nonpay ADT Point Data Screen (Figure 4-20) will display by selecting option 4 from the Update RPAS Manually Menu.

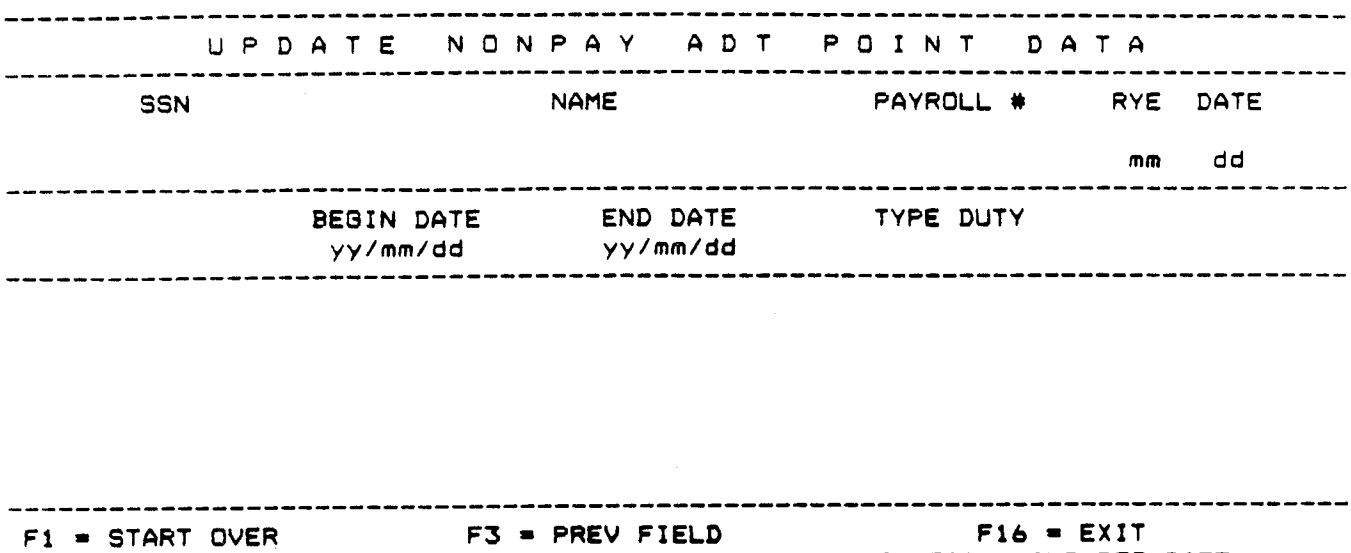

Figure 4-20. Update Nonpay ADT Point Data Screen

There are two ways to select a specific master and detail record:

1) You may enter an SSN and press the F13 function key. Data from the RPAS Master Table for the entered SSN will display, and the first detail record will display for that SSN. The F7 and F8 function keys can then be used to move backwards or forwards to find a specific detail record.

2) You may also enter an SSN, Begin Date, and press the F13 function key. Data from the RPAS Master Table for the entered SSN will display and the specific detail record for that SSN and Begin Date will display. The F7 and F8 function keys can then be used to move backwards or forwards as required.

To update a specific record:

1. Select a record using one of the two procedures just described.

2. Use the carriage return key to move to the next field or the F3 function key to move to the previous field.

3. Make the required changes and press the F13 function key to save the updated record.

To add a record:

1. Press the F9 function key to get into the Add mode. The detail data fields will clear, and the cursor will be in the first detail input field.

2. Enter data into all fields, then press the F13 function key to save the record.

3. If the record passes all edits, the detail data fields will clear, and the cursor will return to the first field ready for the next add.

   If the record does not pass the edits, a message will display describing the edit that failed. The data fields will display the data last entered, and the cursor will return to the first field. Make the necessary changes, and press F13 to save the new record.

4. When finished, press the F10 function key to exit the Add mode and return to the Review/Update mode.

To delete a record:

1. Press the F2 function key when the record to delete is displayed in the Update mode. A message will display at the top of the screen: "Do you want to delete this record (y or n)?".

2. Enter an 'n' to terminate the delete function.

or

3. Enter a 'y' to continue with the delete function--deleting the displayed record.

To review, edit, or add data for another soldier's record:

1. Press the F16 function key to exit the Review/Update mode of the detail records. All data fields will clear, and the cursor will return to the SSN field.

2. Select another soldier's record using one of the select methods previously discussed.

3. Exit the Update Nonpay ADT Point Data screen and return to the Update RPAS Manually Menu by pressing the F16 function key.

4.3.3.5.5 Update ACCP Data. The Update ACCP Point Data function allows the RPAS analysts to review, edit, and/or add completed correspondence course hours to the ACCP Detail Table. All updates and adds will be edited just as they are in the ACCP update, except that the edits are interactive and any messages will display at the top of the screen. The Update ACCP Point Data Screen (Figure 4-21) will display by selecting option 5 from the Update RPAS Manually Menu screen.

```
---------------------------------------------------------------------------
              U P D A T E   A C C P   P O I N T   D A T A
---------------------------------------------------------------------------
    SSN                    NAME                PAYROLL #     RYE   DATE

                                                              mm    dd
---------------------------------------------------------------------------
              ACCP RYE DATE     SCHOOL       # HRS COMPL
---------------------------------------------------------------------------

                yy/mm/dd




---------------------------------------------------------------------------
F1 = START OVER              F3 = PREV FIELD             F16 = EXIT
F13 = DO QUERY ON INFORMATION IN SSN FIELD OR IN SSN FIELD AND ACCP RYE DATE
```

Figure 4-21. Update ACCP Point Data Screen

There are three ways to select a specific master and detail record:

1) Enter an SSN and press the F13 function key. Data from the RPAS Master Table for the entered SSN will display, and the first detail record will display for that SSN. The F7 and F8 function keys can then be used to move backwards or forwards to find a specific detail record.

2) Enter an SSN and ACCP RYE Date, and press the F13 function key. Data from the RPAS Master Table for the entered SSN will display, and the first detail record for that SSN and ACCP RYE Date will display. The F7 and F8 function keys can then be used to move backwards or forwards as required.

3) Enter an SSN, ACCP RYE Date, and School, and press the F13 function key. Data from the RPAS Master Table for the entered SSN will display, and the specific detail record for that SSN, ACCP RYE Date, and School will display. The F7 and F8 function keys can then be used to move backwards or forwards as required.

To update a specific record:

1. Select a record using one of the three procedures just described.

2. Use the carriage return key to move to the next field or the F3 function key to move to the previous field. Make the required changes and press the F13 function key to save the updated record.

To add a record:

1. Press the F9 function key to get into the Add mode. The detail data fields will clear, and the cursor will be in the first detail input field.

2. Enter data into all fields, then press the F13 function key to save the record. If the record passes all edits, the detail data fields will clear, and the cursor will return to the first field ready for the next add.
   If the record does not pass the edits, a message will display describing the edit that failed. The data fields will display the data last entered, and the

cursor will return to the first field. Make the necessary changes, and press F13 to save the new record.

3. When finished, press the F10 function key to exit the Add mode and return to the Review/Update mode.

To delete a record:

1. Press the F2 function key when the record to delete is displayed in the Update mode. A message will display at the top of the screen: "Do you want to delete this record (y or n)?".

2. Enter an 'n' to terminate the delete function.

or

3. Enter a 'y' to continue with the delete function--deleting the displayed record.

To review, edit, or add data for another soldier's record:

1. Press the F16 function key to exit the Review/Update mode of the detail records. All data fields will clear, and the cursor will return to the SSN field.

2. You can now select another soldier's record using one of the select methods previously discussed.

3. To exit the Update ACCP Point Data screen and return to the Update RPAS Manually Menu, press the F16 function key.

4.3.3.5.6 Query RPAS Master Table. The Query RPAS Master Table function allows the RPAS analysts to review the personnel data contained in the RPAS Master Table only. The RPAS Master Table is updated with data from SIDPERS. Any discrepancy in the data displayed in the Query RPAS Master Table Screen (Figure 4-22) should be corrected with the appropriate update to SIDPERS. The next SIDPERS update to RPAS will then correct the discrepancy. The Query RPAS Master Table screen will display by selecting option 6 from the Update RPAS Manually Menu screen.

```
-------------------------------------------------------------------------
              Q U E R Y   R P A S   M A S T E R   T A B L E
-------------------------------------------------------------------------
      SSN                  NAME                PAYROLL #    RYE  DATE

                                                             mm    dd
-------------------------------------------------------------------------

   GRADE                                  DATE OF BIRTH

   PAY ENTRY BASIC DATE                   CURRENT MMSI

   MMSI DATE                              20YR CERTIFICATION STATUS

   PREVIOUS SSN


-------------------------------------------------------------------------
F1 = START OVER            F7 = PREVIOUS RECORD         F8 = NEXT RECORD
F11 = HELP                 F16 = EXIT
```

Figure 4-22. Query RPAS Master Table Screen

To select a specific master record for display:

1. Enter the SSN and that master record will display.

2. To review another master record, enter another SSN and that master record will display.

3. Exit the Query RPAS Master Table screen, and return to the Update RPAS Manually Menu screen by pressing the F16 function key.

<u>4.3.3.5.7 Update RPAS Summary Table</u>. The Update RPAS Summary Data screen allows the RPAS analysts to review, edit, add, or delete RPAS Summary records in the RPAS Summary Table. This function is to be used to edit existing records or to add summary records for those soldiers entering the ARNG with prior military service.

There are two types of records in the RPAS Summary Table:

1) Records that are entered from the Merge Data Capture Data function or entered as prior service data; and

2) Records that are created and maintained by the RPAS program. The edits that are allowed for these two types of records differ with respect to retirement points.

The RPAS analysts can update the retirement point data for IDT, ACCP/MISC, or ADT for those summary records that were entered as data capture data or prior service data. RPAS will automatically calculate Membership Points, Total Career Points, Total Points for Retired Pay, and Creditable Service for Retirement.

Retirement point data for summary records that are maintained by RPAS cannot be updated manually by the RPAS analyst. The retirement points shown in the IDT, ACCP/MISC, and ADT data fields are the sum of retirement points earned as reflected in the IDT, NonPay IDT, ACCP, ADT, and NonPay ADT Detail Tables for the period of time indicated by the Begin and End Dates. If any of these data fields are incorrect, the data in the appropriate detail table must be changed and RPAS will automatically update the correct summary record.

The RPAS analysts can also update the Verification Status Code for all records once that data have been properly documented. For those records with unverified Verification Status codes (B, C, or D), RPAS will automatically include those retirement points earned during that period once the Verification Status code has been updated to a verified code (V).

After the RPAS data base has been established, records in the RPAS Summary Table and the retirement point data will be maintained and calculated from the data that have been entered into the RPAS data base via the various automated and manual interfaces. It should not be necessary to make numerous edits against the RPAS Summary Table. The Update RPAS Summary Data function provides the capability for the RPAS analyst to make necessary edits to the RPAS Summary Table and at the same time maintain data integrity through the various edits contained in this function.

The Update RPAS Summary Data Screen (Figure 4-23) will display by selecting option 7 from the Update RPAS Manually Menu screen. This screen is different in one respect from the other data screens. Three records are shown on the screen: the selected or current record (C:), the previous (P:), and the next (N:). Only

the current record can be updated as shown by the reverse video data fields.

```
                                                                   QUERY MODE
-----------------------------------------------------------------------------
               U P D A T E   R P A S   S U M M A R Y   D A T A
-----------------------------------------------------------------------------
      SSN                    NAME                PAYROLL #     RYE mm/dd

-----------------------------------------------------------------------------
  BEG DATE    END DATE    MMSI   IDT   MEM   ACCP   ACT    TOTAL    TOTAL
                          CODE   PTS   PTS   MISC   DUTY   CAREER   PTS FOR
  yy/mm/dd    yy/mm/dd                       PTS    TNG    POINT    RET PAY
-----------------------------------------------------------------------------
P:
C:
N:

 CREDITABLE SERVICE FOR RETIREMENT                      VERIFICATION
                                        yy   mm   dd    STATUS  CODE


-----------------------------------------------------------------------------
 F1 = START OVER                        F3 = PREV FIELD           F16 = EXIT
 F13 = DO QUERY ON INFORMATION IN SSN FIELD OR IN SSN FIELD AND BEGIN DATE
```

Figure 4-23. Update RPAS Summary Point Data Screen--Query Mode

There are two ways to select a specific master and summary record:

1) Enter an SSN, and press the F13 function key. Data from the RPAS Master Table for the entered SSN will display. After pressing the F13 function key, a message--"Retrieving data ..." will display. After a slight delay, the first summary record will display in the current line for that SSN. The F7 and F8 function keys can then be used to move backwards or forwards to find a specific summary record.

2) Enter an SSN and Begin Date, and press the F13 function key. Data from the RPAS Master Table for the entered SSN will display. After pressing the F13 function key, a message--"Retrieving data ..."--will display. After a slight delay, the specific summary record for that SSN and

Begin Date will display in the current line. The F7 and F8 function keys can then be used to move backwards or forwards as required. After selecting a specific summary record, the Update RPAS Summary Data function is automatically switched to the Update Mode (Figure 4-24).

If the SSN is valid and there are no RPAS summary records or data capture records and the current MMSI Date in the Master Table is after 87/03/31 (data capture close out date), the necessary records will automatically be built for the RPAS Summary Table. If the current MMSI date is before 87/03/31, data capture must be performed for the specific soldier and entered using the Edit Captured Data Not Merged and the Merge Data Capture to RPAS functions. If data exist in data capture, use the Merge Data Capture to RPAS function. This will take care of those soldiers that have entered ARNG after data capture close out, but before RPAS was operational.

```
                                                                  UPDATE MODE
--------------------------------------------------------------------------------
                    U P D A T E   R P A S   S U M M A R Y   D A T A
--------------------------------------------------------------------------------
       SSN                          NAME                    PAYROLL #     RYE mm/dd
    022222222        GREEN RONALD EUGENE                        N40          01   14
--------------------------------------------------------------------------------
   BEG DATE     END DATE    MMSI   IDT   MEM    ACCP   ACT    TOTAL   TOTAL
                            CODE   PTS   PTS    MISC   DUTY   CAREER  PTS FOR
   yy/mm/dd     yy/mm/dd                        PTS    TNG    POINT   RET PAY
--------------------------------------------------------------------------------
P: No previous record for SSN.
C: 82/01/15     82/02/15     E5      0     0      0      0       0       0
N: 82/02/16     83/01/14     A1      0     0      0    333     333     333

  CREDITABLE SERVICE FOR RETIREMENT   0     0     0          VERIFICATION
                                     yy    mm    dd          STATUS  CODE  V
  Prior service or data capture record - edits of points allowed          M

--------------------------------------------------------------------------------
 F1 = START OVER     F2 = DELETE RECORD   F3 = PREV FIELD     F7 = PREV RECORD
 F8 = NEXT RECORD    F9 = ENTER ADD MODE  F11 = HELP          F13 = SAVE CHANGES
 F14 = RECALCULATE   F15 = VIEW MESSAGES  F16 = RETURN TO QUERY MODE
```

Figure 4-24. Update RPAS Summary Point Data Screen--Update Mode

To update a record:

1. Select the specific record using one of the two procedures just described.

2. Use the carriage return key to move to the next field or the F3 function key to move to the previous field. Make the required changes, and press the F13 function key to save the updated record.

As described above, there are two types of records in the RPAS Summary Table: data capture or prior service records may be edited, and RPAS maintained records may not be edited. A message below the retirement points will indicate which type of record is displayed as the current record. If the record is a data capture or prior service record, the message will read "Prior service or data capture record - edits of points allowed". If the record is an RPAS-maintained record, the message will read "RPAS maintained record - changes to points not allowed". Although the various retirement point data fields will display in reverse video, if the record is an RPAS-maintained record, the cursor will skip over those data fields.

If changes were made to IDT, ACCP/MISC, or ADT points--or if the Verification Status Code is changed from any invalid status code to a 'V'--the Total Career Points, Total Points for Retired Pay, and Creditable Service for Retirement will not reflect those changes until the retirement points have been recalculated.

To recalculate the retirement points, press the F14 function key. The retirement points for only the soldier shown on the screen will be recalculated, and the appropriate data fields will be updated. Retirement points do not have to be manually recalculated with the F14 function key after each update, unless you want to see the effect of that update. The retirement points will always be automatically recalculated when the F16 function key is pressed, after all updates have been made.

To add a record to the RPAS Summary Table:

1. Press the F9 function key to access the Add Mode (Figure 4-25). The Update RPAS Summary Data screen will only display the current record line with default values of 0s in all data fields, with the following exceptions: the MMSI Code, which will be an 'XX'; the Verification Status Code, which will be a 'D'; and record status code, which will be an 'M'. (The record status code indicates the type of RPAS Summary

record. An 'M' is a prior service or data capture record, and a 'C' is an RPAS-maintained record.)

2. Enter data into the various data fields as required.

3. Press the F13 function key to save the record and the current line will clear and reset to the default values.

4. To add another record, follow the above procedures until records for that SSN are complete.

5. To add records for another SSN, press the F10 function key to exit the Add mode and return to the Update mode.

```
                                                                  ADD MODE
--------------------------------------------------------------------------
                 U P D A T E   R P A S   S U M M A R Y   D A T A
--------------------------------------------------------------------------
        SSN                     NAME                  PAYROLL #    RYE mm/dd
     022222222        GREEN RONALD EUGENE                N40        01   14
--------------------------------------------------------------------------
  BEG DATE    END DATE    MMSI   IDT    MEM    ACCP   ACT    TOTAL   TOTAL
                          CODE   PTS    PTS    MISC   DUTY   CAREER  PTS FOR
  yy/mm/dd    yy/mm/dd                         PTS    TNG    POINT   RET PAY
--------------------------------------------------------------------------
P:
C: 00/00/00   00/00/00    XX      0      0      0      0      0        0
N:

 CREDITABLE SERVICE FOR RETIREMENT   0    0    0        VERIFICATION
                                    yy   mm   dd        STATUS  CODE  D
 Prior service or data capture record - edits of points allowed       M

--------------------------------------------------------------------------
 F1 = START OVER   F3 = PREV FIELD   F10 = EXIT ADD MODE   F11 = HELP
 F13 = SAVE CHANGES
```

Figure 4-25. Update RPAS Summary Data Screen--Add Mode

If changes have been made to a record in either the Add or Update modes and a function key other than F13 is pressed, a message is displayed "Changes have been not been saved, save changes

(y/n) ?". To save the changes, enter a 'y', and the changes will be saved, and the action associated with the function key that was pressed will then take place. If the changes are not to be saved, enter an 'n'. The changes will be ignored, and the action associated with the function key that was pressed will then take place.

As updates are made to records in either the Add or Update modes, various edits are performed, and error messages are displayed if any of these edits fail. There are approximately 35 error messages that may be encountered, ranging from simple edits (data value must be numeric) for example, to more complicated edits (records with creditable MMSI or B6 cannot exceed one year). These error messages are self-explanatory and must be corrected.

After all updates have been made and you want to exit the Update mode, press the F16 function key to return to the Query mode. At this time, an edit function will take place on all of the summary records for the record displayed on the screen, and the retirement points will be recalculated.

If any errors occur in either the edit or recalculation function, a message will display: "Data contains errors, press F15 to view messages". Press the F15 function key to display those error messages using the 'more' function of Xenix. The messages are just like those you have seen from the Merge Data Capture Data function. After viewing the error messages, press any key, and the Update RPAS Summary Data screen will redisplay. These errors must be resolved before the RPAS Summary Table may be updated with any edits made in the Update RPAS Summary Data function.

> WARNING: You cannot leave the Update RPAS Summary Data function until all errors have been resolved--the summary data must pass all edits. You should not enter the Update RPAS Summary Data function unless you have sufficient time to complete the task and correct any errors as required. This is necessary in order to maintain data integrity in the RPAS data base. If necessary, press the 'delete' key to exit the Update RPAS Summary Data function without updating the RPAS Summary Table with any edits or updates made to the record displayed on the screen.

Care should be taken when updating or adding summary records with respect to the record status code, which identifies the type of summary record as either a data capture or prior service record or an RPAS-maintained record. Just because you are adding a record to the RPAS Summary Table does not automatically make that record a data capture or prior service record. It may be

necessary in rare instances to make changes to RPAS-maintained summary records. The criteria for determining if the summary record is to be maintained by RPAS is whether JUMPS-RC, ADAPS, or ACCP data are being reported for the period of time reflected by the summary record. If so, then the record status code for that summary record must be a 'C'. Else, if the retirement points must be collected and reported manually by the RPAS analyst, then the record status code for that summary record must be an 'M'.

Some basic rules that will help you are the following:

a. All summary records prior to 87/03/31 or the data capture close out date, whichever is later, must have a record status code of 'M'.

b. A summary record must end on the data capture close out date.

c. All summary records after the data capture close out date will have a record status code of 'C'.

d. Summary records for soldiers who entered ARNG after the data capture close out date (with or without prior service) will usually have a record status code of 'C'.

e. All summary records entered as prior service will have a record status code of 'M'.

f. For soldiers with prior service, a summary record must begin on the date the soldier entered ARNG. There may be exceptions to these rules, and it is up to each RPAS analyst to do a complete analysis of each situation to determine the correct answer.

To review or edit data for another record:

1. Press the F16 function key to exit the Update mode. If all edits are successfully passed, the data fields will clear, and the cursor will return to the SSN field.

2. Select another soldier's record using one of the methods previously discussed, or you may exit the Update RPAS Summary Data screen and return to the Update RPAS Manually Menu screen by pressing the F16 function key again.

4.3.4 RPAS Reports Menu. The RPAS Reports Menu (Figure 4-26) is displayed by selecting option 2 from the RPAS Main Menu. From this menu, the various RPAS reports can be built for specific soldiers or groups of soldiers.

All report programs are run in the background, and their outputs are written to a file so that they may be built overnight without having to worry about a printer running out of paper or jamming. By having the reports in files, the RPAS analysts may print multiple copies or load special paper (multi-part paper, or fanfold letter size, etc.) for individual running of prints as required.

```
                    R P A S   R E P O R T S   M E N U

 1.ARNG CURRENT ANNUAL STATEMENT (NGB FORM 23A)
 2. ARNG SUPPLEMENTAL DETAIL REPORT (NGB FORM 23A1)
 3. ARNG RETIREMENT POINTS HISTORY STATEMENT (NGB FORM 23B)
 4. ARNG APPLICATION FOR RETIRED  PAY (NGB FORM 23C)
 5. ARNG NOTIFICATION OF ELIGIBILITY (NGB FORM 23D)
 6. RCCPDS OUTPUT
 7. UNVERIFIED SERVICE REPORT
 8. UPDATE SIGNATURE BLOCKS
 9. UPDATE HEADER FOR NBG FORM 23D
10. DISPLAY EXISTING REPORTS FOR PRINTING
11. DISPLAY EXISTING REPORTS FOR DELETION
12. HELP


Use space bar, arrow keys, or type number to make selection.
Enter 'b' to return to previous menu or exit.
Enter carriage return to execute selection:  1
```

Figure 4-26. RPAS Reports Menu

4.3.4.1 NGB Form 23A. Army National Guard Current Annual Statement (NGB Form 23A) contains a summary of all points earned towards retirement from the first entry date into military service through the last RYE date anniversary. A statement of estimated retirement benefits is included at the end of the report. The Print ARNG Current Annual Statement (NGB Form 23A, Figure 4-27) will display by selecting option 1 from the RPAS Reports Menu screen.

```
--------------------------------------------------------------------------------
              PRINT ARNG CURRENT ANNUAL STATEMENT  (NGB FORM 23A)
--------------------------------------------------------------------------------

PRINT NGB FORM 23A AND NGB FORM 23A1 FOR SSN(s):




ENTER CLOSE OUT DATE (YYMMDD):

ENTER OUTPUT REASON:



--------------------------------------------------------------------------------
F1 = START OVER      F3 = PREVIOUS FIELD      F11 = HELP      F16 = EXI
```

Figure 4-27. Print ARNG Current Annual Statement (NGB Form 23A) Screen

An NGB Form 23A1 will always automatically be built for each NGB Form 23A requested from this screen. Usually, RPAS will build the NGB Form 23A and 23A1 reports automatically upon a soldier's RYE date anniversary, separation from ARNG, or transfer to the Inactive ARNG. This screen allows the RPAS analysts to build the NGB Form 23A reports for selected soldiers.

To have reports built, RPAS analysts enter the SSNs for those soldiers, the close out date, and reason for the report (Annual, Loss, transfer to ING, for example). The same close out date and reason will be printed on all reports for those SSNs entered on the same screen. If the close out date and/or reason is different, enter those SSNs and their close out dates and reasons for the report on another screen.

Use the carriage return to move to the next data field or the F3 function key to move to a previous data field to edit any entries before executing the report(s). The report programs will automatically start running after data have been entered into the last data field and the carriage return key is pressed. The screen will clear, and the cursor will return to the first data field where another set of SSNs can be entered. You can return to the RPAS Report Menu screen by pressing the F16 function key or by pressing the carriage return key while in the first data field with no data present.

4.3.4.2 NGB Form 23A1. Army National Guard Retirement Points Statement Supplemental Detailed Report (NGB Form 23A1) contains the detailed or supporting data for calculation of retirement points for the period as indicated on the report, usually the last service year. The Print ARNG Current Annual Statement--Supplemental Detailed Report (NGB Form 23A1) (Figure 4-28) will display by selecting 2 from the RPAS Reports Menu screen.

```
--------------------------------------------------------------------------------
PRINT ARNG CURRENT ANNUAL STATEMENT - SUPPLEMENTAL DETAIL REPORT(NGB FORM 23A1
--------------------------------------------------------------------------------

PRINT NGB FORM 23A1 FOR SSN(s):




ENTER CLOSE OUT DATE (YYMMDD):

ENTER OUTPUT REASON:


--------------------------------------------------------------------------------
F1 = START OVER      F3 = PREVIOUS FIELD      F11 = HELP      F16 = EXIT
```

Figure 4-28. Print ARNG Current Annual Statement--Supplemental Detailed Report (NGB Form 23A1) Screen

An NGB Form 23A1 will always automatically be built for each NGB Form 23A built. This screen allows the RPAS analysts to request an NGB Form 23A1 for selected soldiers.

To have reports built, the RPAS analyst enters the SSNs for those soldiers, the close out dates, and reasons for the reports (Annual, Loss, transfer to ING, for example). The same close out date and reason will be printed on all reports for those SSNs entered on the same screen. If the close out dates or reasons are different, enter those SSNs and their close out dates and reasons for the reports on another screen.

Use the carriage return to move to the next data field, or use the F3 function key to move to a previous data field to edit any entries before executing the report(s). The report programs will automatically start running after data have been entered into the last data field and the carriage return key has been pressed. The screen will clear, and the cursor will return to the first data field where another set of SSNs can be entered. You can return to the RPAS Report Menu screen by pressing the F16 function key or by pressing the carriage return key while in the first data field with no data present.

4.3.4.3 NGB Form 23B. Army National Guard Retirement Points History Statement (NGB Form 23B) contains the same data as the NGB Form 23A report, except without the Retirement Statement at the bottom. The Print ARNG Retirement Points History Statement (NGB Form 23B, Figure 4-29) will display by selecting option 3 from the RPAS Reports Menu screen.

```
--------------------------------------------------------------------------------
        PRINT ARNG RETIREMENT POINTS HISTORY STATEMENT  (NGB FORM 23B)
--------------------------------------------------------------------------------

PRINT NGB FORM 23B IN PRN(s):  FROM      THRU

OR

PRINT NGB FORM 23B FOR SSN(s):


ENTER CLOSE OUT DATE (YYMMDD):

ENTER OUTPUT REASON:


--------------------------------------------------------------------------------
F1 = START OVER       F3 = PREVIOUS FIELD       F11 = HELP          F16 = EX
```

Figure 4-29. Print ARNG Retirement Points History Statement (NGB Form 23B) Screen

The NGB Form 23B is always automatically built for each NGB Form 23D built. This report is also used to inform the soldiers of their current retirement points upon request.

To have reports built, the RPAS analysts can enter a range of PRNs from which a report will be built for every soldier assigned to each unit in the range. The analysts may also enter the SSNs for those soldiers, the close out dates, and reasons for the report(s) (Annual, Loss, transfer to ING, for example). The same close out dates and reasons will print on all reports built from this screen. If the close out dates or reasons are different, enter those PRN(s) or SSN(s) and their close out dates and reasons for the reports on another screen.

You cannot enter a range of PRNs and a set of SSNs from the same screen. If a range of PRNs is entered, the cursor will skip over the SSN data fields and go directly to the Enter Close Out Date data field. To enter a set of SSNs, press the carriage return key while the cursor is in the PRN data field with no data present and the cursor will go to the SSN data field.

Use the carriage return to move to the next data field or the F3 function key to move to a previous data field to edit any entries before executing the report(s). The reports will automatically start running after data have been entered into the last data field and the carriage return key is pressed. The screen will clear, and the cursor will return to the first data field where another range of PRNs or set of SSNs can be entered. You can return to the RPAS Report Menu screen by pressing the F16 function key. Pressing the carriage return key while in the PRN data field with no data present will cause the cursor to go to the SSN data field. Pressing the carriage return key again with no data present will return you to the RPAS Report Menu screen.

4.3.4.4 NGB Form 23C. Army National Guard Retirement Points Statement Application For Retired Pay (NGB Form 23C) contains a summary of all points earned towards retirement, just as the NGB Form 23A and 23B reports, but also has a certification statement at the bottom to be signed by a designated official. The Print ARNG Retirement Points Statement Application For Retired Pay (NGB Form 23C) Screen (Figure 4-30) will display by selecting option 4 from the RPAS Reports Menu screen.

```
--------------------------------------------------------------------------------
                    PRINT ARNG RETIREMENT POINTS STATEMENT
                  APPLICATION FOR RETIRED PAY  (NGB FORM 23C)
--------------------------------------------------------------------------------

PRINT NGB FORM 23C FOR SSN(s):




ENTER CLOSE OUT DATE (YYMMDD):

ENTER OUTPUT REASON:

NOTE:  MAKE SURE THAT THE SIGNATURE BLOCK IS CURRENT BEFORE RUNNING THIS REPORT
--------------------------------------------------------------------------------
F1 = START OVER      F3 = PREVIOUS FIELD      F11 = HELP      F16 = EXIT
```

Figure 4-30. Print ARNG Retirement Points Statement Application for Retired Pay (NGB Form 23C) Screen

The NGB Form 23C is only built upon request using this screen. To have reports built, the RPAS analyst enters the SSNs for those soldiers, the close out date, and reason for the report (Annual, Loss, application for retired pay,). The same close out date and reason will be printed on all reports for those SSNs entered on the same screen. If the close out dates are different, enter those SSNs and their close out dates for the reports on another screen.

Use the carriage return to move to the next data field or the F3 function key to move to a previous data field to edit any entries before executing the report(s). The reports will automatically start running after data have been entered into the last data field and the carriage return key is pressed. The screen will clear and the cursor will return to the first data field where another set of SSNs can be entered. You can return to the RPAS Report Menu screen by pressing the F16 function key or by pressing the carriage return key while in the first data field with no data present.

4.3.4.5 NGB Form 23D. Army National Guard Retirement Point Accounting Notification of Eligibility for Retired Pay at Age 60 (NGB Form 23D), also referred to as the Twenty Year Letter, contains the statement that a soldier has earned 20 years of creditable service for retirement at age 60. The Print ARNG Retirement Points Accounting Notification of Eligibility for Retired Pay at 60 (NGB Form 23D) Screen (Figure 4-31) will display by selecting option 5 from the RPAS Reports Menu screen.

The NGB Form 23D is usually built automatically by RPAS when a soldier has obtained 20 years of creditable service for retirement. This screen allows the RPAS analyst to request the NGB Form 23D as required. Usually, the NGB Form 23B is built along with the NGB Form 23D. This screen lets the RPAS analyst build the NGB Form 23B. The option selected will apply to all SSNs entered on this screen.

> Note: The NGB Form 23D cannot be printed for a soldier who has less than 20 years of creditable service. A statement will be printed, along with the NGB Form 23D header, saying that the NGB Form 23D cannot be printed because this soldier has less than 20 years creditable service.

```
--------------------------------------------------------------------------------
                    PRINT ARNG RETIREMENT POINT ACCOUNTING
        NOTIFICATION OF ELEGIBILITY FOR RETIRED PAY AT 60  (NGB FORM 23D)
--------------------------------------------------------------------------------

DO YOU WANT TO INCLUDE THE RETIREMENT POINTS HISTORY STATEMENT REPORT
  (NGB FORM 23B) - ENTER "Y" OR "N":

PRINT NGB FORM 23D FOR SSN(s):




ENTER CLOSE OUT DATE (YYMMDD):                    (NGB FORM 23B ONLY)

ENTER OUTPUT REASON:                              (NGB FORM 23B ONLY)

NOTE:  MAKE SURE THAT THE SIGNATURE BLOCK IS CURRENT BEFORE RUNNING THIS REPORT
--------------------------------------------------------------------------------
F1 = START OVER      F3 = PREVIOUS FIELD      F11 = HELP      F16 = EXIT
```

Figure 4-31. Print ARNG Retirement Point Accounting Notification of Eligibility for Retired Pay at 60 (NGB Form 23D) Screen

To build reports, the RPAS analyst enters a 'y' or 'n' to the option of building an NGB Form 23B, the SSNs for those soldiers, the close out dates, and the reason for the reports (Completion of 20 years creditable service for retired pay) if the NGB Form 23B option is selected. The same close out date and reason will be printed on only the NGB Form 23B reports for those SSNs entered on the same screen. If the close out dates or reasons are different, enter those SSNs and their close out dates and reason for the reports on another screen.

Use the carriage return to move to the next data field, or use the F3 function key to move to a previous data field to edit any entries before executing the report(s). The report(s) will automatically start running after data have been entered into the last data field and the carriage return key is pressed. The screen will clear, and the cursor will return to the first data field where another set of SSNs can be entered. You can return to the RPAS Report Menu screen by pressing the F16 function key or by pressing the carriage return key while in the first data field with no data present.

4.3.4.6 RCCPDS Output. The RCCPDS report contains data regarding retirement points and total points earned by each soldier through his/her last service year. This report is not a formatted report, but rather a text file that is forwarded to GUARDPERCEN at the end of every month via a cartridge tape. GUARDPERCEN consolidates and forwards data to DOD at the end of each fiscal year. The RCCPDS Output Screen (Figure 4-32) will display by selecting option 6 from the RPAS Reports Menu screen.

```
--------------------------------------------------------------------------------
                              R C C P D S   O U T P U T
--------------------------------------------------------------------------------


CREATE RCCPDS OUTPUT FOR AS-OF-DATE (YYMMDD):




--------------------------------------------------------------------------------
F1 = START OVER        F11 = HELP        F13 = START REPORT        F16 = EXIT
```

Figure 4-32. RCCPDS Output Screen

Enter the as-of-date, usually the end of each month, and press the F13 function key to start the program. Press the F16 function key to exit the RCCPDS Output screen and to return to the RPAS Reports Menu screen. The RCCPDS report will run in the

background. When the report has been completed, use the following command to copy it to a tape cartridge.

Tar cvf /dev/rmt0 <File Name>

4.3.4.7 Unverified Service Report. The Unverified Service Report prints only unverified service that has been entered into the RPAS data base either via Merge Data Capture, or via Add Prior Service For New Member functions. This report includes those Summary records with a Verification Status Code of B, C, or D. The Print Unverified Service Report Screen (Figure 4-33) will display by selecting option 7 from the RPAS Reports Menu screen.

```
--------------------------------------------------------------------------------
                        PRINT UNVERIFIED SERVICE REPORT
--------------------------------------------------------------------------------

PRINT UNVERIFIED SERVICE REPORT IN PRN(s):  FROM      THRU

OR

PRINT UNVERIFIED SERVICE REPORT FOR SSN(s):




--------------------------------------------------------------------------------
F1 = START OVER       F3 = PREVIOUS FIELD       F11 = HELP       F16 = EXI
```

Figure 4-33. Unverified Service Report Screen

The Unverified Service Report is used as part of the function to establish and verify the RPAS data base. The overall objective is to verify all service data that have been entered into the RPAS data base.

To have reports built, the RPAS analysts may either enter a range of PRNs, from which a report will be built for every soldier assigned to that unit, or they may enter the SSNs for those soldiers.

Use the carriage return to move to the next data field, or use the F3 function key to move to a previous data field to edit any entries before executing the report(s). The report(s) will automatically start running after data have been entered into the last data field and the carriage return key is pressed. The screen will clear, and the cursor will return to the first data field where another set of SSNs can be entered. You can return to the RPAS Report Menu screen by pressing the F16 function key or by pressing the carriage return key while in the first data field with no data present.

4.3.4.8 Update Signatures. The Update Signatures function allows the RPAS analysts to update the two signature blocks for the NGB Forms 23C and 23D. The RPAS Report function prints the appropriate signature blocks on each of these forms. The Update Signature Blocks for NGB Form 23C and NGB Form 23D Screen (Figure 4-34) will display by selecting option 8 from the RPAS Reports Menu screen.

```
--------------------------------------------------------------------------------
      UPDATE SIGNATURE BLOCKS FOR NGB FORM 23C AND NGB FORM 23D
--------------------------------------------------------------------------------
                                NGB FORM 23C

                    NAME:

              GRADE, BRANCH:

                    TITLE:

                                NGB FORM 23D

                    NAME:

              GRADE, BRANCH:

                    TITLE:
--------------------------------------------------------------------------------
F1  = START OVER              F3  = PREVIOUS FIELD          F11 = HELP
F13 = SAVE DATA               F16 = EXIT
```

Figure 4-34. Update Signature Blocks for NGB Form 23C and NGB Form 23D Screen

Use the carriage return to move to the next data field, or use the F3 function key to move to a previous data field to edit any entries as required. Press the F13 function key to save the data as displayed. Press F16 to return to the RPAS Report Menu screen.

4.3.4.9 Update Header for NGB Form 23D. The Update Header for NGB Form 23D function allows the RPAS analyst to update the header information for the NGB Form 23D. The RPAS Report function prints the appropriate header on the form. The screen (Figure 4-35) is displayed by selecting option 9 from the RPAS Report Menu screen.

```
--------------------------------------------------------------------------------
                        UPDATE HEADER FOR NGB FORM 23D
--------------------------------------------------------------------------------
                              STATE LETTERHEAD
                                     :

                                     :

                                     :

                                     :

        OFFICE SYMBOL:

      MEMORANDOM THRU:

--------------------------------------------------------------------------------
F1  = START OVER            F3  = PREVIOUS FIELD          F11 = HELP
F13 = SAVE DATA             F16 = EXIT
```

Figure 4-35. Update Header for NGB Form 23D Screen

The NGB Form 23D report is printed in a memorandum format. This screen displays the header information necessary for that format. The State letterhead data field is comprised of four lines, 65 characters long. Enter the text to be printed at the top of the NGB Form 23D. All four lines are printed as a header, including blank lines. The analyst centers the data field only; you must center the text within the data field. Tick marks '|' are displayed on the screen to show the center of the data field. Center the text within the data field as if you were using a manual typewriter. (Enter spaces to place the cursor under a tick mark, backspace for every two characters of text, then enter the desired text.)

Use the carriage return to move to the next data field, or use the F3 function key to move to a previous data field to edit any entries as required. Press the F13 function key to save the data as displayed. Press F16 to return to the RPAS Report Menu screen.

4.3.4.10 Display Existing Reports for Printing. All reports and messages are written to a file in the local directory where the user was located when RPAS was accessed. This function allows the RPAS analysts to review what reports are available for printing. The Available Reports--Printing Screen (Figure 4-36) will display by selecting option 10 from the RPAS Reports Menu screen.

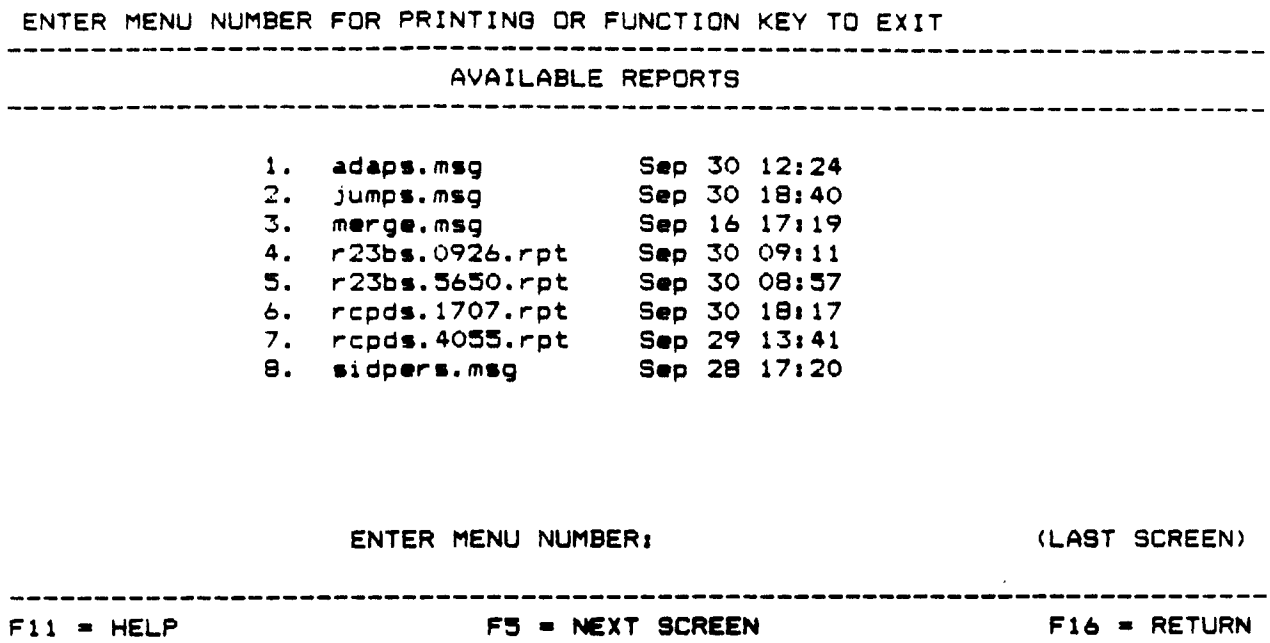

Figure 4-36. Available Reports--Printing Screen

To select a report for printing, enter the menu number of the desired report in the Enter Menu Number data field, and press the carriage return key if the data field was not filled. Filling the data field (menu numbers 10 through 99) does not require you to press the carriage return key. That report will be sent to the printer, a message will be sent to the screen--"Printing Report", the Menu Number data field will be cleared, and the cursor will be placed at the beginning of the data field for the selection of another report. If the list of reports exceeds what can be printed on one screen, "MORE SCREENS" is printed in the lower right hand corner. Pressing the F5 function key will display the next screen. "LAST SCREEN" will be printed when there are no more reports to be listed. Press the F16 function

key, or press the carriage return key with no data present in the Menu Number data field to return to the RPAS Reports Menu screen.

4.3.4.11 Display Existing Reports for Deletion. All reports and messages are written to a file in the users directory from which RPAS was accessed. This function allows the RPAS analysts to delete those reports that have been printed and are no longer required to be maintained on the system. The Available Reports--Deleting Screen (Figure 4-37) will display by selecting option 11 from the RPAS Reports Menu screen for deletion.

```
ENTER MENU NUMBER TO DELETE OR FUNCTION KEY TO EXIT
--------------------------------------------------------------------------------
                              AVAILABLE REPORTS
--------------------------------------------------------------------------------

                1.  adaps.msg          Sep 30 12:24
                2.  jumps.msg          Sep 30 18:40
                3.  merge.msg          Sep 16 17:19
                4.  r23bs.0926.rpt     Sep 30 09:11
                5.  r23bs.5650.rpt     Sep 30 08:57
                6.  rcpds.1707.rpt     Sep 30 18:17
                7.  rcpds.4055.rpt     Sep 29 13:41
                8.  sidpers.msg        Sep 28 17:20


                        ENTER MENU NUMBER:                    (LAST SCREEN)

--------------------------------------------------------------------------------
F11 = HELP     F5 = NEXT SCREEN     F13 = DELETE REPORT     F16 = RETURN
```

Figure 4-37. Available Reports--Deletion Screen

To delete a report:

1. Enter the menu number of the desired report in the Enter Menu Number data field, and press the carriage return key (if the data field was not filled). Filling the data field (menu numbers 10 through 99) does not

require you to press the carriage return key. A message will appear on the screen:

"PRESS FUNCTION KEY TO DELETE".

2. Press the F13 function key, and the selected report will be deleted. The message "DELETING REPORT" will appear on the screen. The Enter Menu Number data field will clear, and the cursor will be placed in the beginning of the data field for the selection of another report. The list of reports displayed on the screen will not change until you leave the Delete Reports function even though the report is being deleted. If the list of reports exceeds what can be printed on one screen, "MORE SCREENS" is printed in the lower right hand corner.

3. Press the F5 function key to display the next screen. The message: "LAST SCREEN" will appear when there are no more reports to be listed. Press the F16 function key or press the carriage return key with no data present in the Enter Menu Number data field to return to the RPAS Reports Menu screen.

4.3.5 RPAS Maintenance Functions. The Maintenance Functions Menu (Figure 4-38) will display by selecting option 3 from the RPAS Main Menu. From this menu screen, the various RPAS maintenance functions can be accessed.

```
                    M A I N T E N A N C E   F U N C T I O N S   M E N U

1.ARCHIVE A SOLDIER'S RPAS DATA          8. REVIEW RPAS ANALYSTS TRANSACTIONS

2. RESTORE A SOLDIER'S RPAS DATA         9. REVIEW RPAS DATA BASE STATUS

3. BACKUP RPAS DATA BASE                 10. UPDATE ACTIVE DUTY PAYRATE TABLE

4. RESTORE RPAS DATA BASE                11. CHECK RPAS DATA BASE INTEGRITY

5. UPDATE PASSWORD TABLE                 12. HELP

6. LIST ACTIVE PASSWORD ENTRIES

7. LIST INACTIVE PASSWORD ENTRIES

Use space bar, arrow keys, or type number to make selection.
Enter 'b' to return to previous menu or exit.
Enter carriage return to execute selection: 1
```

Figure 4-38. Maintenance Functions Menu

4.3.5.1. Archive A Soldier's RPAS Data. The Archive A Soldier's RPAS Data function allows the RPAS Analyst to archive all RPAS data for soldiers (including all summary and detail data). When it is no longer necessary to maintain an individual soldier in the RPAS data base because of separation, retirement, death, etc., the Archive function will store the data for that individual to an archive subdirectory. In addition to archiving the RPAS data to an archive subdirectory, the archived data can be written to a diskette. The Archive A Soldier's RPAS Data Screen (Figure 4-39) will be displayed by selecting Item 1 from the RPAS Maintenance Function Menu.

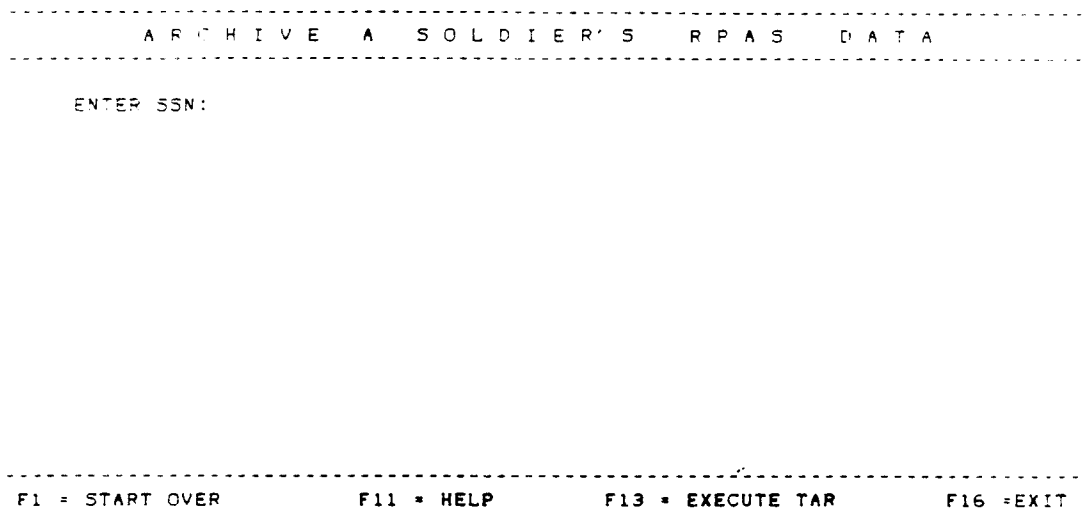

Figure 4-39. Archive A Soldier's RPAS Data Screen

To archive the RPAS data for a soldier, enter the specific SSN into the SSN data field. You will then be asked: "Do you wish to archive to a diskette?". If you answer the question with an 'n', the RPAS data will be archived to the archive subdirectory and all RPAS data, except for the RPAS Master table record, will be deleted from the RPAS database. If you answer the question with a 'y', you will be prompted: "Insert diskette into disk drive and press Function Key to execute TAR". Pressing the F13 Function Key will execute the archive function and the RPAS data will be archived to the archive subdirectory, written to the diskette, and all RPAS data, except for the RPAS Master table record, will be deleted from the RPAS data base.

After the archive function is completed, the screen will clear and the cursor will return to the SSN data field so that you can archive another soldier's RPAS data. Pressing the F16 Function Key will exit the Archive A Soldier's RPAS Data function and return you to the RPAS Maintenance Functions Menu.

The archive function will not archive any soldier who is a current guard member (MMSI B1 thru B7). If you try to archive such a soldier, an error message will be displayed.

All archived data is stored in an archive subdirectory, whether the data is written to diskette or not. The archive subdirectory's path is: [dbdir]/PRPAS/archive where dbdir is the directory where the RPAS database and programs are installed (i.e. /usr or /user1 or etc.). When RPAS data is archived, seven (7) ascii files are created that contain the RPAS data for a specific soldier. The seven files and their associated RPAS tables are as follows:

RPAS TABLE	ASCII FILE NAME
RPAS Master	r<SSN>.rmt
RPAS Summary	r<SSN>.rst
ADT Detail	r<SSN>.adt
NonPay ADT Detail	r<SSN>.nat
IDT Detail	r<SSN>.idt
NonPay IDT Detail	r<SSN>.nit
ACCP Detail	r<SSN>.cct

<SSN> is the nine character Social Security number of the soldier whose data has been archived.

Some ideas on how to use the archive function.

If your RPAS data base contains a large number of soldiers who have been reported as losses and you no longer want them in your data base, archive those soldiers to the archive directory (answer 'n' to the question: "Do you wish to archive to a diskette?"). If any of those soldiers should return, the Restore A Soldier's RPAS Data function will allow you to restore that RPAS data previously archived.

After a soldier's RPAS data has been archived, it is no longer maintained in the RPAS data base (except for the RPAS Master table record) but it is still in your computer in the archive subdirectory. If you need the disk space, you can use the TAR function to copy the archive subdirectory to a tape and then delete the data in the archive subdirectory.

Warning: Make sure you have a good tape copy before deleting data from the archive directory. Also make sure you are in the archive subdirectory before issuing a delete command. Consult your System Administrator if you are in doubt.

If a soldier transfers to another state, that soldier's RPAS data can be sent to that state in a number of ways. The way provided by the RPAS program is to copy a soldier's RPAS data to a diskette. By answering 'y' to the question "Do you wish to archive to a diskette?", the soldier's RPAS data is written to a diskette (the data is also written to the archive subdirectory). That diskette can then be sent to the gaining state and that state can load the soldier's RPAS data using the Restore A Soldier's RPAS Data function.

Note: The diskette is in a Xenix format and can not be read by a PC.

Since the archive files are ASCII files, you can transfer them any way you transfer other files, using such programs as Dialcom or uucp and cu (Intel/Xenix communication utilities).

Warning: If you transfer the archive files to a PC operating under DOS, remember the limitation on file names. As shown above, the archive file names are 14 characters long, which includes ten (10) characters before the extension. DOS only allows eight (8) characters before the extension, therefore you will have to rename the files to be compatible with the DOS environment before transferring them. When the archive files are loaded back into the RPAS archive subdirectory, they will have to be renamed back into their original format as the Restore function will only look for those specific file names as shown above. It is very important to retain the extensions as they are used to determine which RPAS table the data represents.

4.3.5.2 Restore A Soldier's RPAS Data. The Restore A Soldier's RPAS Data function allows the RPAS Analyst to restore RPAS data for soldiers. This includes all summary and detail data. The Restore A Soldier's RPAS Data Screen (Figure 4-40) will display by selecting Item 2 from the RPAS Data Base Maintenance Functions Menu.

```
R E S T O R E  A  S O L D I E R ' S  R P A S  D A T A

ENTER SSN:

1. RESTORE SOLDIER'S ARCHIVED DATA FROM DISKETTE

2. RESTORE SOLDIER'S ARCHIVED DATA FROM ARCHIVE DIRECTORY

SELECT DATA SOURCE:

F1 = START OVER    F11 = HELP    F13 = EXECUTE TAR    F16 =EXIT
```

Figure 4-40. Restore A Soldier's RPAS Data Screen

To restore a soldier's RPAS data, enter the SSN for that soldier in the SSN field. Edits are performed to determine if a restore function can be performed and a check is made to insure that records for the given SSN exist in the RPAS Master, RPAS Summary, and detail tables. A typical scenario and the assumptions made by the archive and restore functions are as follows:

A soldier is reported as a loss via a SIDPERS update. The RPAS program performs the necessary functions to close that soldier's RPAS Summary record and reports the loss in the "sidpers.msg" report. At some later time the RPAS Analyst archives that soldier's data. The RPAS data for that soldier is deleted from the RPAS data base, except for the RPAS Master record, and the archive files are written to the archive subdirectory.

At some later time the soldier returns and is reported as a gain via a SIDPERS update (this may occur in the same state

or a different state from the soldier's previous membership). The RPAS programs will process this transaction and will update the RPAS Master record, if the gain is in the same state, or will add a new RPAS Master record if the gain is to a different state. The RPAS program will also build the necessary RPAS Summary and detail table records for that soldier.

The RPAS Analyst finds out that this soldier has prior service and that this prior service data had been previously maintained by RPAS and had been archived. If the soldier has returned to the same state, the RPAS Analyst can restore that soldier's prior service from the archive subdirectory. If the soldier returns to a different state, the RPAS Analyst from the gaining state can request the prior service data from the losing state and then restore that soldier's prior service data from diskette (or the archive subdirectory if some other means of transferring the archived data was used).

In summary, a soldier's RPAS data is being maintained by RPAS. That soldier leaves the guard and is reported as a loss. That soldier's RPAS data is archived. Later that soldier returns to the guard, is reported as a gain, and the archived data is restored.

The assumptions used by the archive and restore functions are:

1) RPAS data can only be archived for a soldier reported as a loss; and

2) RPAS data can only be restored for a soldier who is a current member of the guard (MMSI B1 thru B7).

After the necessary edits are performed on the entered SSN,you must enter the source of the archived data. In the Select Data Source data field enter a '1' if the archived data is on a diskette or enter a '2' if the archived data is from the archive subdirectory (see Figure 4-40). If the archived data is on a diskette and you answered with a '1',you will be prompted to press the F13 Function Key to execute the TAR after the diskette has been installed in the disk drive.

The archived data will be retrieved from the appropriate source. The Update RPAS Summary Point Data Screen will then be displayed with the RPAS Summary data loaded for the soldier being restored. (See Update RPAS Summary Point Data for the operation of this

function.) As a minimum, you will have to add a record to account for that soldier's time between being reported as a loss and reported as a gain.

> Warning: If it is necessary to add any records to fill the gap between the reported loss and reported gain, they should have a Record Status of 'M' to indicate that these records are Prior Service records and are, therefore, manually maintained. Do not change the Record Status of the records loaded from the archive files as the data from the detail tables is also restored to support the point calculations maintained in the RPAS Summary records.

All errors must be resolved before the summary data will be loaded into the RPAS data base. If for any reason you cannot resolve the edit errors reported by the Update RPAS Summary Point Data function and you press delete to exit that function, the archive function will be aborted and the data for that soldier will not be loaded into the RPAS database.

After editing the RPAS Summary records and resolving all errors, the archived data will be loaded into the RPAS database. You will be returned to the Restore A Soldier's RPAS Data Screen ready for restoring data for another soldier. Pressing the F16 Function Key will exit the Restore A Soldier's RPAS Data function and return you to the RPAS Maintenance Functions Menu.

4.3.5.3 Backup RPAS Data Base. The Backup RPAS Data Base function allows the RPAS analyst to perform backups of the RPAS data base to cartridge tape. The Backup function copies the entire RPAS data base so that in the case of a major failure of the system, RPAS can be reinitialized from the point of the last backup. These backups should be performed daily when there is any activity against the data base. The Backup function uses the TAR function, which is a Xenix routine that comes with the operating system. The Backup Data Base to Tape Screen (Figure 4-41) will display by selecting option 3 from the RPAS Maintenance Functions Menu screen.

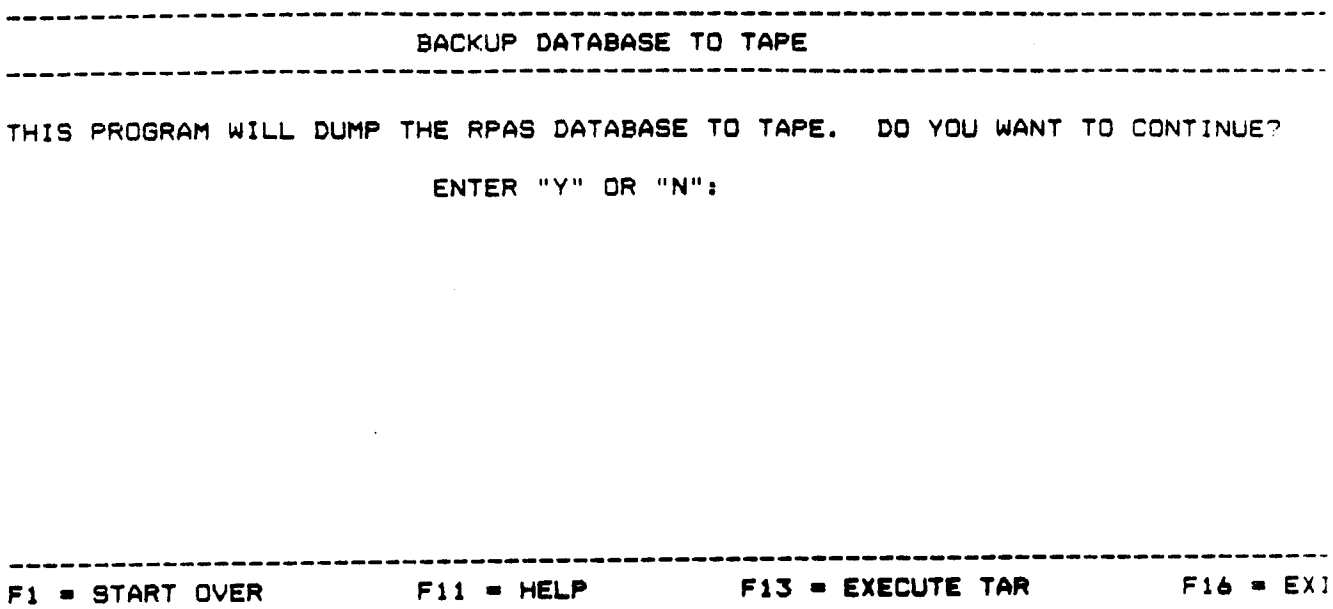

Figure 4-41. Backup Data Base to Tape Screen

To execute the Backup function, respond with a 'y' to the question "Do you want to continue?". The Backup function will respond:

INSERT TAPE IN TAPE DRIVE (LABEL TAPE WITH CURRENT DATE)

PRESS FUNCTION KEY TO EXECUTE BACKUP

Press the F13 function key to continue with the backup. The Backup function will respond:

CHECKING BACKUP TAPE

The Backup function checks the tape to ensure that the program can write to the tape. If the tape is bad, the Backup function will respond:

ERROR IN PERFORMING TAR - CHECK OR REPLACE TAPE

THEN PRESS FUNCTION KEY TO RETRY TAR OR ENTER 'N' TO QUIT BACKUP

The tape should be checked to make sure that it is correctly installed in the tape drive. If the error message is displayed after trying the Backup function again, replace the tape with another tape. When the Backup function determines that it can write to the tape, the Backup function responds:

TAPE IS OK

TAR WILL EXECUTE IN BACKGROUND MODE.

The Backup function will now execute in the background mode. The TAR function will slow down the response time of the Intel; therefore, it is recommended that backups be done at the end of the day when the activity against the data base is complete. It is also recommended that backups should not be done at the same time as other background processes that update the RPAS data base are going on, such as the automated update programs.

4.3.5.4 Restore RPAS Data Base. The Restore RPAS Data Base function allows the RPAS analyst to restore the RPAS data base from a previous position backed up on tape. The Restore function will copy the entire RPAS data base from the backup tape to the system--in effect, replacing the current RPAS data base. All updates to the RPAS data base made since the date of the backup will be lost. The Restore function uses the TAR function, which is a Xenix routine that comes with the operating system. The Restore Data Base From Tape Screen (Figure 4-42) will display by selecting option 4 from the RPAS Maintenance Functions Menu screen.

```
RESTORE DATABASE FROM TAPE

THIS PROGRAM WILL RESTORE THE RPAS DATABASE FROM TAPE.  DO YOU WANT TO CONTINU

                    ENTER "Y" OR "N":

F1 = START OVER        F11 = HELP        F13 = EXECUTE TAR        F16 = EXI
```

Figure 4-42. Restore Data Base From Tape Screen

To execute the Restore function, respond with a 'y' to the question "Do you want to continue?". The Restore function will respond:

INSERT TAPE IN TAPE DRIVE

PRESS FUNCTION KEY TO RESTORE

Insert the selected backup tape into the tape drive. Press the F13 function to start the Restore function. The Restore function will respond:

TAR WILL EXECUTE ON-LINE

There should be no activity against the RPAS data base until the Restore function is complete.

4.3.5.5 Update Password Table. The Update RPAS Password Table function allows for addition and deletion of RPAS users. The SIB Chief is the only individual allowed to access this function. As users are entered into the RPAS Password Table, they will be assigned a unique three-digit RPAS ID that they will use throughout RPAS for maintaining an audit trail of updates made to the

RPAS data. The Update Password Screen (Figure 4-43) will display by selecting option 5 from the RPAS Maintenance Functions Menu screen.

```
                                                                     UPDATE MODE
--------------------------------------------------------------------------------
                   U P D A T E   P A S S W O R D   T A B L E
--------------------------------------------------------------------------------

         Login Name                         Password

        User's Name

          Id Number                            User's privilege

       Date user was installed                 Date user was removed

              yy/mm/dd                                yy/mm/dd

                                         If the remove date is 0, it indicates
                                         that this login entry is still active
--------------------------------------------------------------------------------
F1 = RESTART        F3 = PREVIOUS FIELD     F5 = (IN)ACTIVATE     F9 = ADD MODE
F13 = SAVE RECORD   F7 = PREVIOUS RECORD    F8 = NEXT RECORD      F16 = EXIT
```

Figure 4-43. Update RPAS Password Screen

When the Update RPAS Password Screen is first displayed, the RPAS analyst with the lowest User Number will display. The F7 and F8 function keys can then be used to move backwards or forwards to find users in order of their User Number.

You are in the Update mode when entering the Update RPAS Password Screen. The User's Password, User's Name, and User's Privilege can be changed by entering the required change and pressing the F13 function key. After entering the Password, the Password is encrypted and the encrypted value is displayed. The Password cannot be determined from the encrypted values displayed.

To remove an RPAS analyst, press the F5 function key with that user displayed on the screen. The current date will be placed in the 'Date user was removed' field, and that user will no longer be able to gain access to RPAS. A record of that user will remain in the Password Table, and that User Number cannot be used again.

To add a new RPAS analyst, press the F9 function key to get into the Add mode. The data fields will clear and the cursor will be in the Login Name field. Enter data into all fields, then press the F13 function key to save the record. A new user will be assigned the next available User Number, and it will display in the ID Number field. After adding the user to the Password Table, the data fields will clear, and the cursor will return to the Login Name field, ready to add another user. When finished, press the F10 function key to exit the Add mode and to return to the Review/Update mode, or press the F16 function key to exit the Update RPAS Password function.

<u>4.3.5.6 List Active Password Entries</u>. The List Active Password Entries function lists all RPAS users in the RPAS Password Table with access to RPAS. The List Active Password Entries Screen (Figure 4-44) will display by selecting option 6 from the RPAS Maintenance Functions Menu screen.

```
------------------------------------------------------------------------
              L I S T   C U R R E N T   R P A S   U S E R S
------------------------------------------------------------------------
                                                                 DATE
 USER ID                USER NAME                  PRIVILEGE  INSTALLED
sibchief    Rpas Administrator                         1       87/09/17




------------------------------------------------------------------------
 F11 = HELP      F7 = PREVIOUS SCREEN    F8 = NEXT SCREEN    F16 = EXIT
```

Figure 4-44. List Active Password Entries Screen

4.3.5.7 List Inactive Password Entries. The List Inactive Password Entries function lists all RPAS users in the RPAS Password Table who are inactive and do not have access to RPAS. The List Inactive RPAS Users Screen (Figure 4-45) will display by selecting option 7 from the RPAS Maintenance Functions Menu screen.

```
------------------------------------------------------------------------------
              L I S T   I N A C T I V E   R P A S   U S E R S
------------------------------------------------------------------------------
                                                                    DATE
  USER ID                  USER NAME                    PRIVILEGE  REMOVED
 dale        Dale                                           2      88/01/19





------------------------------------------------------------------------------
F11 = HELP       F7 = PREVIOUS SCREEN    F8 = NEXT SCREEN    F16 = EXIT
```

Figure 4-45. List Inactive RPAS Users Screen

4.3.5.8 Review RPAS Analysts Transactions. The Review RPAS Analysts Transactions function allows the SIB Chief or RPAS NCO to build a report showing the transactions for an RPAS analyst for a specific period of time. This report will key on the audit data element that is written to every record in the RPAS data base whenever a record is added or updated. The audit data element contains the source of data, RPAS ID, and date of the add or update action for that record. The Review RPAS Analysts Transactions Screen (Figure 4-46) will display by selecting option 8 from the RPAS Data Base Maintenance Functions Menu screen.

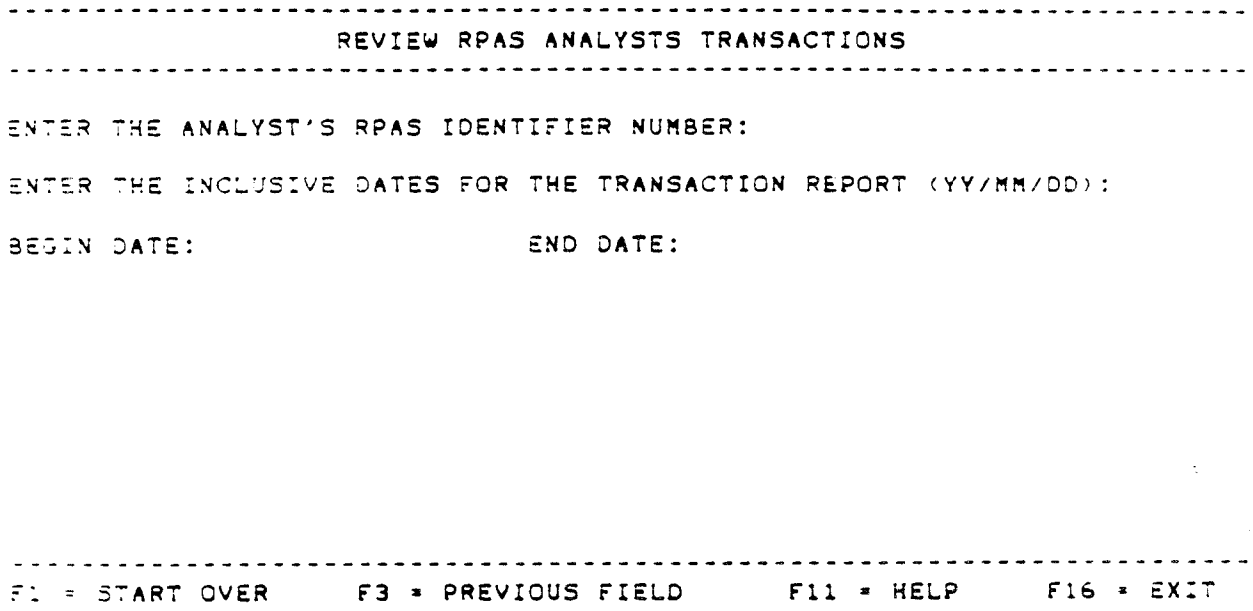

Figure 4-46. Review RPAS Analysts Transactions Screen

To build a report, enter the RPAS analyst's RPAS Identifier Number at the prompt. The RPAS Identifier Number is the three-digit number assigned by the Update Password function when the soldier was given an RPAS user name and password. Enter the Begin Date and End Date of the specific period of time you want to report.

Use the carriage return to move to the next data field or the F3 function key to move to a previous data field to edit any entries before executing the report. The report will automatically start running after data have been entered into the last data field and the carriage return key is pressed. The screen will clear, and the cursor will return to the first data field where another set of RPAS Identifier Numbers can be entered. You may return to the RPAS Data Base Maintenance Functions Menu screen by pressing the F16 function key or by pressing the carriage return key while in the first data field with no data present.

4.3.5.9 Review RPAS Data Base Status. The Review RPAS Data Base Status function is a display screen that shows the latest date of all actions against the RPAS data base. The Review RPAS Data Base Status screen will display the as-of-dates for the SIDPERS update, the ADAPS update, the JUMPS-RC update, the ACCP update, the manual update of nonpay ADT periods, the manual update of nonpay IDT drills, the last RPAS backup, and the last running of the RPAS Management Program. This screen provides the RPAS analysts with the overall status of the RPAS data base. The Review RPAS Data Base Status Screen (Figure 4-47) will display by selecting option 9 from the RPAS Maintenance Functions Menu screen.

```
--------------------------------------------------------------------------------
                    R E V I E W   R P A S   D A T A   B A S E   S T A T U S
--------------------------------------------------------------------------------

                                                                    yy/mm/dd
          RPAS DATA BASE UPDATED BY SIDPERS  as of:
          RPAS DATA BASE UPDATED BY ADAPS    as of:
          RPAS DATA BASE UPDATED BY JUMPS-RC as of:
          RPAS DATA BASE UPDATED BY ACCP     as of:
          NONPAY IDT MANUALLY UPDATED        as of:
          NONPAY ADT MANUALLY UPDATED        as of:
          RPAS DATA BASE LAST BACK UP        as of:
          RPAS MANAGEMENT PROCEDURE LAST RUN as of:

--------------------------------------------------------------------------------
F11 = HELP                          F16 = EXIT
```

Figure 4-47. Review RPAS Data Base Status Screen

After reviewing the screen, press the F16 function key to return to the RPAS Maintenance Functions Menu screen.

4.3.5.10 Update Active Duty Payrate Table. The Active Duty Payrate Table contains the payrates for all grades for over 20, 24, and 26 years of service. These payrates are used to calculate the estimated retirement pay contained in the statement at the end of the NGB Form 23A Report. The Update Active Duty Payrate Table Screen (Figure 4-48) is displayed by selecting option 10 from the RPAS Maintenance Functions Menu screen.

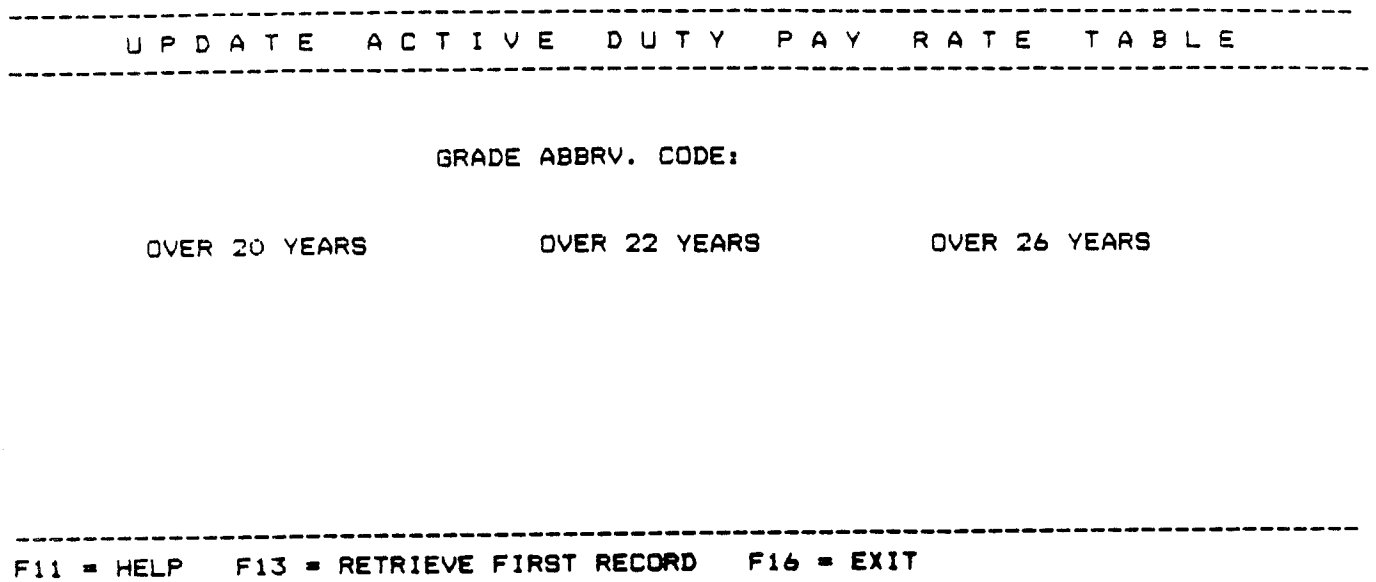

Figure 4-48. Update Active Duty Payrate Table Screen

After the screen is displayed, enter a carriage return or press the F13 function key, and the first record in the Active Duty Payrate Table will display. To select a specific record, enter that grade and that record will display if in the table. The grade used in RPAS is the four-character data element defined as GR-ABBR-CODE in the SIDPERS Data Element Dictionary.

Use the F3 function key to move to a previous data field and the carriage return to move to the next data field. Use the F7 and F8 function keys to select the previous or next record. Make the necessary changes to the payrates and press the F13 function key to save the updates. The F16 function key will return you to the GRADE ABBRV CODE data field for input of another grade. Press the F16 function key again to exit the Update Active Duty Payrate Table screen.

4.3.5.11 Check RPAS Data Base Integrity. The Check RPAS Data Base Integrity function checks the status of the INFORMIX tables and their associated index files for any damaged indexes. It is possible for the index files to get out of sync with their tables when there is a lot of update activity. When this happens,

various problems can occur with reports, update programs, and update screens when these programs require the data to be in specific order. This function will use the INFORMIX routine of 'bcheck' to compare a data table with its index file to see if the two are consistent and if requested, delete the damaged indexes and rebuild them. The Check RPAS Data Base Integrity Screen (Figure 4-49) will display by selecting option 11 from the RPAS Maintenance Functions Menu screen.

```
                    C H E C K  R P A S  D A T A  B A S E  I N T E G R I T Y

        ENTER A '1' TO CHECK AN RPAS FILE INDEX

        OR A '2' TO REPAIR AN RPAS FILE INDEX:

        ENTER THE RPAS FILE NUMBER:

      1 - RPAS MASTER                    5 - IDT DETAIL
      2 - RPAS SUMMARY                   6 - NONPAY IDT DETAIL
      3 - ADT DETAIL                     7 - ACCP DETAIL
      4 - NONPAY ADT DETAIL              8 - DATA CAPTURE MASTER
                                         9 - DATA CAPTURE DETAIL

F1 = START OVER   F3 = PREV FIELD  F11 = HELP  F15 = VIEW MESSAGES  F16 =EXIT
```

Figure 4-49. Check RPAS Data Base Integrity Screen

To check an RPAS file's index, enter a '1'. To repair an RPAS file's index, enter a '2' at the prompt. Then select the specific RPAS file by entering its associated number as displayed on the screen. The 'bcheck' routine will either check or repair the selected RPAS file's index and write the output to a file called 'chk_integ.msg'. After the 'bcheck' routine is completed, a message: "Integrity check complete, press F15 to view messages" will appear.

Pressing the F15 function key will display the 'chk_integ.msg' file using the 'more' command. After viewing the message, you will return to the Check RPAS Data Base Integrity screen where you can check and/or repair another RPAS file's index. When

finished, press the F16 function key to return to the RPAS Maintenance Functions Menu screen.

4.3.6 Merge Data Capture Menu. The Merge Data Capture Menu Screen (Figure 4-50) is displayed by selecting option 4 from the RPAS Main Menu. From this menu, the Merge Data Capture functions can be accessed.

```
                    M E R G E   D A T A   C A P T U R E

1.MERGE CAPTURED DATA INTO RPAS SUMMARY TABLE

2. EDIT CAPTURED DATA NOT MERGED INTO RPAS SUMMARY TABLE

3. DISPLAY CAPTURED DATA NOT MERGED INTO RPAS SUMMARY TABLE

4. PRINT CAPTURED DATA NOT MERGED INTO RPAS SUMMARY TABLE

5. BROWSE MERGE ERROR LISTING WITH "more" COMMAND

6. PRINT MERGE ERROR LISTING

7. HELP


Use space bar, arrow keys, or type number to make selection.
Enter 'b' to return to previous menu or exit.
Enter carriage return to execute selection:  1
```

Figure 4-50. Merge Data Capture Menu Screen

4.3.6.1 Merge Captured Data into RPAS Summary Table. The Merge Data Capture function loads the data from the Data Capture data base into the RPAS data base and is one of the first actions that must be taken to establish the RPAS data base. The Merge Data Capture function performs a series of edits on the Data Capture data before loading into RPAS. There are two types of errors that can result: critical errors that will prevent the loading of data for a specific soldier and noncritical errors that will allow the loading of the data with corrections made to the input data. An error/informational report will be built reflecting both types of errors.

As data are loaded into the RPAS data base, the data are deleted from the Data Capture data base. Data not loaded into the RPAS data base remain in the Data Capture data base to be corrected before merged into the RPAS data base. The Merge Data Capture function can then be rerun to load the corrected data capture data. This must be repeated until all records have been merged.

Critical errors include:

a. A soldier's SSN not in the RPAS Master Table, which has been loaded from SIDPERS;

b. RYE date, if present, not matching the RYE date in the RPAS Master Table;

c. The begin and end dates of the detail data not in a consecutive order;

d. If there are data prior to 01 July 1949, a record must end on 30 June 1949;

e. If a record spans more than one year and there is IDT or ACCP/MISC data recorded on the record; and

f. If there already is a summary record in the RPAS Summary Table which may cause duplicate records to be added.

Noncritical errors include:

a. Calculation of Membership Points;

b. Calculation of ADT points greater than the number of days in the time period;

c. Calculation of Total Career Points; and

d. Calculation of Total Points for Retirement. The Merge Data Capture function will calculate these values and load the corrected values onto the RPAS data base.

Selecting option 1 from the Merge Data Capture Menu screen will display a question "MERGE program is ready to execute, do you wish to continue (y/n)?". To continue with the merge function, enter a 'y'. If you do not want to continue with the merge function, enter an 'n'. This additional step prevents accidental starting of the merge function. Start the merge function by answering 'y' to the question and the RPAS Data Merge Program Screen (Figure 4-51) will display. Before starting the Data Merge Program, the data capture data must have been copied or moved into the RPAS data base. This step should have been done as part of the installation procedures discussed in Section 3 of this manual.

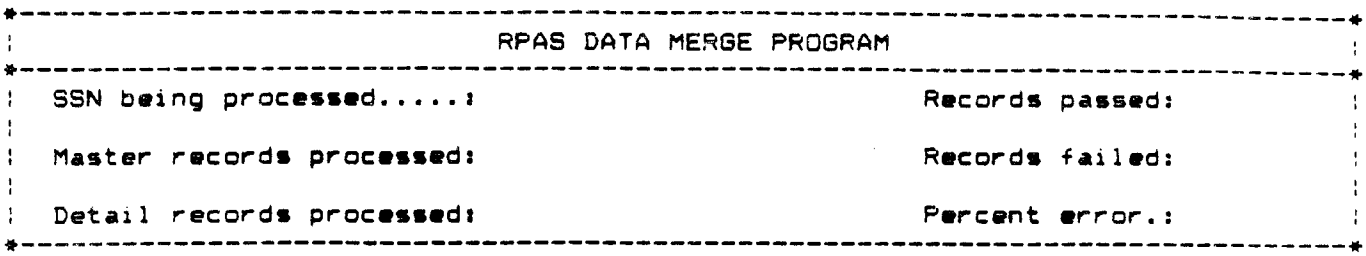

Figure 4-51. RPAS Data Merge Program Screen

The RPAS Data Merge Program goes through four phases and displays its progress at each phase. The first phase edits the data capture data and displays the records processed. The second phase merges the data capture data into the RPAS Summary Table and displays the records processed in a similar display as the first phase. The third phase removes the merged records from the Data Capture Table and displays the following message:

REMOVING MERGED DATA FROM DATA CAPTURE

The fourth phase calculates the retirement points for those records merged into the RPAS Summary Table and displays the following message:

CALCULATING POINTS FOR RPAS SUMMARY TABLE

This completes the RPAS Data Merge Program.

4.3.6.2 Edit Captured Data Not Merged into RPAS Summary Table. To edit the data from the Data Capture Table that was not merged into the RPAS Summary Table, the same screen and program that was contained in the Data Capture Program released earlier is used. The Retirement Points Accounting System NGB23 Data Capture Input Program Screen (Figure 4-52) will display by selecting option 2 from the Merge Data Capture Menu screen.

```
Query Next Previous Add Update Remove File Screen Current Master Detail
    Output Bye                                   ** 1: r_master_rec file**
                          RETIREMENT POINTS ACCOUNTING SYSTEM
                           NGB23 DATA CAPTURE INPUT PROGRAM
^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^
                                                                    mm    dd
 Name            SSN                   PAYROLL NUMBER          RYE DATE
----------------------------------------------------------------------------------
 BEG DATE     END DATE    SVC    IDT    MEM    ACCP/    ACT      TOTAL    TOTAL
                          CODE   PTS           MISC     DUTY     CAREER   PTS FOR
 yy/mm/dd     yy/mm/dd                         PTS      TNG      POINT    RET PAY
----------------------------------------------------------------------------------
 00/00/00     00/00/00            0      0     0        0        0        0
                                               GRAND TOTAL:      0        0

SOURCE DOCUMENTS                      RECORD STATUS

Note:  For source document enter actual document or code  as indicated below
        1=NGB 23        2=DD 214        3=DD 214 MOB    4=DD 214 AGR10
        5=DD 214 AGR32  6=ORDERS AGR10  7=ORDERS AGR32  8=CIVILIAN BREAK
```

Figure 4-52. Retirement Points Accounting System NGB23 Data Capture Input Program Screen

The data capture data are maintained in two tables: 'r_master_rec' and 'r_detail_rec'. The command line at the top of the screen shows the available commands and functions. The following steps explain how a data capture record can be edited.

1. Press 'q' to start the query.

2. Enter the required SSN, and press the <ESC> key to execute the query. If found, the data capture record will display. Otherwise, a message will display saying that the record was not found.

3. Press 'd' to display the data capture detail records.

4. Press 'n' or 'p' to select the next or previous record.

5. Press 'u' to update the displayed record.

6. Use the carriage return key to move to the data field to be updated, make the necessary correction, and then press the <ESC> key to execute the update or press the <DEL> key to abort the update.

To update another soldier's record, press 'q' to enter the Query mode, enter the desired SSN, and press <ESC> to execute the query. After the records are found, edit as before.

Press 'b' to quit this screen and to return to the Merge Data Capture Menu screen.

4.3.6.3 Display Captured Data Not Merged into RPAS Summary Table. To display Captured Data not merged into RPAS for a specific soldier, select option 3 from the Merge Data Capture Menu screen. A message--"Please enter SSN to be processed..." will display. Enter the specific SSN and the captured data for that SSN will display. A message--"Type carriage return to continue" will be displayed. Enter a carriage return to return you to the Merge Data Capture Menu screen.

4.3.6.4 Print Captured Data Not Merged into RPAS Summary Table. To print captured data not merged into RPAS for a specific soldier, select option 4 from the Merge Data Capture Menu screen. A message--"Please enter SSN to be processed..." will display. Enter the specific SSN and the captured data for that SSN will be printed on your local printer. Another message--"Type carriage return to continue" will display. Enter a carriage return to return you to the Merge Data Capture Menu screen.

4.3.6.5 Browse Merge Error Listing with 'More' Command. Merge Data Capture will write all errors found to a file. This file can be reviewed by selecting option 5 from the Merge Data Capture Menu screen. The Browse Merge Error List (Figure 4-53) will appear.

```
SSN         Name   Payroll Number
---------   -----  --------------
019345373   SWEEN  101


 ERROR: Dates are not consecutive.
 Previous end date: 81/09/13
 Begin date.......: 81/04/12
 End date.........: 82/04/11

 ERROR: Dates are not consecutive.
 Previous end date: 82/04/11
 Begin date.......: 81/09/14
 End date.........: 82/09/13

SSN         Name   Payroll Number
---------   -----  --------------
062423780   ZEBRO  101

--More--(13%)
```

Figure 4-53. Browse Merge Error Listing

The "more" function is used to browse the error listing. There will be a unique merge error listing for every run of the Merge function. The "more" function will contain all of these error listings. Enter ':n' while in "more" to skip to the next error listing. Enter ':p' to move back to the previous error listing. Press the space bar to advance a page or use the carriage return key to advance one line. Enter a 'q' to quit the Browse Merge Error Listing screen and return to the Merge Data Capture Menu screen.

4.3.6.6 Print Merge Error Listing. The Merge Data Capture Function will write all errors found to a file. This file can be printed by selecting option 6 from the Merge Data Capture Menu screen. The same screen that displays the available reports for printing from the Reports Menu will display (Figure 4-54). All

message and report files that are available for printing will display. The merge error listings are identified as "merge.xx-xx.msg" where xxxx are random numbers that uniquely identify each merge error listing to the Xenix operating system. The screen will also show the date and time that each merge error listing was built, which will be the date and time the Merge function was run.

```
 ENTER MENU NUMBER FOR PRINTING OR FUNCTION KEY TO EXIT
-------------------------------------------------------------------------------
                          AVAILABLE REPORTS
-------------------------------------------------------------------------------

                1.  idt.msg             Jan 18 14:20
                2.  r23a.1521.rpt       Jan 14 15:19
                3.  r23a.2814.rpt       Jan 13 10:35
                4.  r23a.4239.rpt       Jan 12 15:42
                5.  r23a.4250.rpt       Jan 13 12:47
                6.  r23a.4322.rpt       Jan 12 17:43
                7.  r23b.1425.rpt       Jan 11 13:16
                8.  r23b.1426.rpt       Jan 11 15:15
                9.  r23b.2204.rpt       Jan 11 15:22
               10.  r23b.4543.rpt       Jan 11 10:46


                ENTER MENU NUMBER:                          (LAST SCREEN)
-------------------------------------------------------------------------------
F11 = HELP                  F5 = NEXT SCREEN                F16 = RETURN
```

Figure 4-54. Available Reports for Printing Screen

To select a report to print:

1. Enter the menu number of the desired report in the Enter Menu Number data field, and press the carriage return key if the data field was not filled. Filling the data field (menu numbers 10 through 99) does not require you to press the carriage return key. That report will be sent to the printer. A message will be sent to the screen saying "Printing Report". The Menu Number data field will clear and the cursor will be placed in the beginning of the data field for the selection of another report. If the list of reports exceeds what can be printed on one screen, "MORE SCREENS" is printed in the lower right hand corner.

2. Press the F5 function key to display the next screen. "LAST SCREEN" will be printed when there are no more reports to be listed.

3. Press the F16 function key, or press the carriage return key with no data present in the Menu Number data field to return to the RPAS Reports Menu screen.

4.4 Related Processing. There is no related batch, off-line, or background processing performed by RPAS other than that invoked directly by the RPAS analyst and described in Section 4.3.

4.5 Data Backup. The responsibilities for backing up the RPAS data base belong to each RPAS office and should be defined in local operating procedures. Specific procedures on how to backup and restore the RPAS data base are contained in Sections 4.3.5.3 and 4.3.5.4 respectively.

It is recommended that the RPAS data base be backed up daily after updates have been made. It is also a good idea to backup the RPAS data base before automated update functions such as Merge, SIDPERS-ARNG, ADAPS, JUMPS-RC, or ACCP are run so that if problems occur with the Update function, the RPAS data base can be restored to its previous position.

4.6 Recovery From Errors and Malfunctions. Errors and malfunctions can be caused by numerous sources. First, there are hardware errors. It is obvious when a piece of the hardware fails. The terminal does not come on, the tape drive does not

work, or the printer quits. You should follow your local operating instructions and the equipment reference manuals concerning procedures to follow to determine the exact nature of the problem and who to notify in case of equipment failure.

The other category of errors and malfunctions are software problems. Software errors and malfunctions can be one of three types: the Xenix operating system, the INFORMIX data base management system, or the RPAS application program. As with hardware, you should follow your local operating instructions and the appropriate reference manuals concerning procedures to follow to recover from errors and malfunctions caused by Xenix and INFORMIX (not related to RPAS).

As with any interactive system, it is impossible to identify every possible type of error or malfunction condition that can arise from an application program. RPAS errors and malfunctions caused by the RPAS application program should be reported to NGB-ARP so that the problem can be analyzed and the necessary corrective action taken. RPAS errors and malfunctions caused by users need to be analyzed locally and the necessary corrective action taken only after the cause of the error or malfunction has been positively identified. If assistance is required, notify NGB-ARP. Note all error messages and what steps were taken prior to the error condition. If you cannot explain exactly what happened or how to fix the error condition, call for assistance before trying to fix the error yourself--that may make the error condition worse.

There are some steps you can take to prevent error or malfunction conditions, or to minimize their effects. Proper training of all personnel involved with maintaining RPAS will help to eliminate user-caused errors. The Systems Administrator should have a thorough knowledge of the Intel hardware system, the Xenix operating system, and the INFORMIX data base management system, or should be able to get assistance locally. The RPAS personnel should have working knowledge of all these same systems and should be very familiar with the RPAS application program and the RPAS rules, regulations, and procedures. Nobody should be given access to the RPAS application program unless they have a specific need to know and understand what they are doing. Before making any updates to the RPAS data base, know what you are doing and what to expect from the program. If necessary, review this user's manual before starting any RPAS function.

Numerous RPAS data base backups should be performed. Many times the only corrective action that can be taken is to restore the

RPAS data base back to a known position. Local operating procedures concerning backups and their maintenance should be established. An example of such a procedure might be to perform backups daily. The RPAS user may then maintain these backups for one week, maintain Friday's backup for a month, maintain the last Friday backup for the month for six months, and then maintain the backup yearly. Each site should develop its own procedures that meet specific requirements of the site.

Backups to the RPAS data base should always be made before any major updates are made that include the Merge function. That way, if anything happens during the update procedure, the data base can be restored to its position just before the update is started.

It is also a good procedure to check the integrity of the index files periodically using the Check File and Repair File functions. A procedure that may be adopted is to check the index files before one of the daily backups a couple of times during the week. This should be done at least once a week before the daily backup to the one tape that is saved after the week is over. In our example above, that would be the Friday backup. It is also good practice to check the data base indexes before or after automated updates such as the Merge, SIDPERS, ADAPS, JUMPS, and ACCP functions. The following list shows which tables are accessed for updates by a specific update function and which have the potential of damaging indexes:

Merge Data Capture Data

- rpas_summary
- adt_detail
- npy_adt_detail
- idt_detail
- npy_idt_detail
- r_master_rec
- r_detail_rec

SIDPERS

- rpas_master
- rpas_summary

ADAPS

- rpas_summary
- adt_detail

JUMPS

rpas_summary
idt_detail

ACCP

rpas_summary
accp_detail

4.7 Messages. Messages indicating error or malfunction conditions can come from either the Xenix operating system, INFORMIX data base management system, or the RPAS application program. The error messages from Xenix or INFORMIX and the respective corrective action can be found in the appropriate reference manuals.

There are two types of messages that the RPAS application program may give. First, there are message reports from each of the automated update functions that give both errors and information concerning the update. These reports are built as files that can be browsed using the 'more' function or printed. Second, there are information and error messages displayed on the various screens during interactive processing.

The reports that are built by the update functions contain information and errors specific to that update function. These messages are self-explanatory and may require some analysis to determine the specific corrective action. The various message reports and the update functions that build them are in the following list.

Merge Data Capture Data	merge.xxxx.msg calc.xxxx.msg
Update From SIDPERS	sidpers.msg rpas_mgt.msg*
Update From ADAPS	adaps.msg
Update From JUMPS	jumps.msg
Update From ACCP	accp.msg
Update RPAS Summary Data	edit_temp.msg**

The messages displayed during interactive processes are too numerous to list. These messages generally refer to edits on the input of data into a data field, such as "invalid MMSI code", "value must be numeric", "begin date must be before end date", etc. The error and information messages are self-explanatory and do not require further elaboration.

---

*From the RPAS Management Program that is called by the SIDPERS update function after it is completed.

**Edit_temp.msg is the file that is seen after pressing the F15 function key if there are errors during the Update RPAS Summary Data function. This file is erased after a normal termination of this function, and you will not see it in your directory. If you had to exit the Update RPAS Summary Data function by pressing the del key and there were errors, the edit_temp.msg will be in your home directory.

By Order of the Secretary of the Army:

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